Infor Infopoint Financial Control System 5.0.10

Operations Guide

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1

Introduction

The ***Operations Guide*** contains batch operations as well as conversion information for Infopoint Financial Control System (FCS).

Organization of This Guide

This guide is divided into 6 chapters, a glossary, and an index. The table below briefly describes each chapter.

Chapter	Title	Description
1	Introduction	Describes this guide.
2	Features	Lists the enhancements and modifications applicable to this product release.
3	Installation Summary	Summarizes the steps between unloading the tape and actually converting the data.
4	Conversion	Describes procedures for converting the existing application to the Infopoint format.
5	FCS Recovery Procedure	Provides the processing steps for recovering FCS online data from the FCS activity log.
6	FCS MICM SOD and EOD	Provides start-of-day and end-of-day steps for FCS MICM.
	Glossary	Defines financial and data processing terms applicable to FCS.
	Index	Provides a quick reference for locating information.

How to Use This Guide

This guide is an instructional and reference guide that should be read in the following manner.

1. Briefly browse through each chapter to obtain an overview of its contents and become familiar with the general layout.
2. Carefully read through each chapter to learn specific information and its location.
3. After becoming familiar with the FCS product, use this guide as a standard source of instructional and reference information.

Conventions Used in This Guide

Feature	Explanation
Boldface	Identifies the actual numeric and alphanumeric values of the current field. Enter values exactly as shown.
UPPERCASE	Identifies field names (such as FIN-INST-NBR), file and record names (such as FIN-RECORD), and program names (such as FCS100).
Italics	Used to emphasize or define a term or concept. Highlights field requirements.
Bold Italics	Used when referring to a guide for a Infopoint application.
b	Signifies a blank character or a blank-filled field value.
n	Signifies any numeric field value associated with a field name or card column.

Product Publications

The guides listed below comprise the documentation set for Infopoint FCS.

Infopoint FCS ***Procedures Guide***

Contains processing procedures for FCS, online and batch messages generated during processing, descriptions of the online screens (with samples), batch control parameters and reports (with samples). This guide also describes the MICM forms specific to FCS.

Infopoint FCS ***Reference Guide***

Contains technical information about online and batch programs and layouts for files and records used by FCS.

Infopoint FCS ***Operations Guide***

Contains batch operations information as well as procedures for conversion.

Infopoint FCS ***Installation Guide***

Contains step-by-step instructions for installing the product as well as migration information.

Related Publications

The guides listed below provide additional reference material relating to Infopoint FCS.

Infopoint MICM ***Procedures Guide***

Contains the online and batch forms used to maintain MICM and provides form masters. Procedures and reports produced by MICM are also included.

Infopoint MICM ***Reference Guide***

Describes the online programs, batch programs, and files used by MICM.

Infopoint MICM ***Operations Guide***

Contains batch operations information as well as procedures for conversion.

Infopoint MICM ***Installation Guide***

Contains step-by-step instructions for installing the product as well as migration information.

Infopoint Runtime Components ***Reference Guide***

Contains technical information on API and mapping features used by Infopoint systems running under the API architecture.

Infopoint Runtime Components ***Installation Guide***

Contains step-by-step instructions for installing the product.

Infopoint FCS Distributed Tools ***Installation Guide***

Contains host and PC requirements and step-by-step instructions for installing the product.

Chapter

2

Features

This overview contains enhancements made to Financial Control System (FCS) 5.0.

The following information describes the enhancements and modifications contained in Infopoint Financial Control System (FCS) 5.0.

Enhancements for FCS 5.0.10

Enhancements and Modifications	Benefits
Batch Release Approval	User-defined Start Day by Month Relative to FCS Processing Day. Activate by: ■ Batch Header Type ■ Application Number ■ Item Indicator Item Indicator Allows Separate Approval Levels for Special Batch Types: ■ Batches Containing Retroactive Items into Prior Month. ■ Batches Containing 05 or 06 Transactions. Up to Nine Levels of Management Approval. First Level of Approval Cannot be Performed by Originator of Batch controlled by Institution or at Institution Zero. Enforced from FCBCHIQ or Batch Header Download & Maintenance Spreadsheet. FCBCHRA – Batch Release Approval Inquiry / Update: ■ Start Day ■ Required Approval Level FCBCHIQ – Transaction Warehouse Batch Listing ■ Approval Level Column (level 1 through 8 or *) ■ Batch Will Not Enter Posting Cycle until Fully Approved (*) MICM security considerations: ■ Secure BATCH_RLSE field ■ Secure APPROVAL_LVL field ■ MIORA panel MICM Operator Application Security Code (3): ■ Department Code ■ Used to Filter Batch Header Download & Maintenance Spreadsheet results MIOPR panel
Field Level Security for Transaction Action Code	TRAN_CODE Authorizes all Action Codes: ■ 03 Account Create / Open / Close ■ 04 Account Rollup ACTION_CODE authorizes all transactions: ■ 1 Add ■ 2 Change ■ 8 Delete

Enhancements and Modifications	Benefits
	New TRANCODE+ACTION combinations: ■ 03+1 - Authorized for Add Action on 03 Transaction ■ 03+2 - Authorized for Change Action on 03 Transaction
Modifications to Support FDT 1.3.2 Enhancements	■ Web Service Interface ■ Batch Release Approval ■ Batch Header Download Department Code Filter
History Cutoff DB2 Performance Improvements	Improved FCS355 CPU and execution times.

Enhancements for FCS 5.0 – Enhancement Pack 2–Service Pack 2

Enhancements and Modifications	Benefits
Enhanced the posting cycle series of programs to reduce the number of DB2 cursor cascades. Enhanced processing of Institution zero under DB2.	Improved DB2 performance. While results may vary based on many factors, the high volume testing performed showed a 25% improvement in CPU utilization.
Enhanced FCS355 end-of-month processing to only select transactions within the cutoff date range instead of the entire online history file.	Improved DB2 performance. While results may vary based on many factors, the high volume testing performed showed a 50% improvement in CPU utilization.
Support for Runtime Components 1.5 to utilize DB2 multi-row fetch and new RDB and UDB modules. Runtime Components version 1.5 is a prerequisite for FCS 5.0 – EP2-SP2.	Improved DB2 performance. While results may vary based on many factors, the high volume testing performed showed a 50% improvement in CPU utilization.
The warehouse batch print program provides an option to delete batches from the warehouse. This allows transactions to be extracted, deleted, and then stored back into the warehouse after running them through the preprocessor.	Improved operational efficiency.
Support for new MICM Record 2026 to clean up CICS temporary storage queues.	Improved operational efficiency.

Enhancements for FCS 5.0 – Enhancement Pack 2

Enhancements and Modifications	Benefits
Correct reject and suspense batches and post online to ensure clean General Ledger file for the next day.	Online posting expedites the process of posting last entries for month-end close. Online posting and reporting only phase is faster than a subsequent run.
Provide report system statistics from the FCS general ledger database.	New GLR971 report is produced showing record counts and other statistics. This report can be used to review the different types of records on the database. Aging and expire statistics ensure better accuracy of General Ledger files.
Ability to produce future-dated transaction reports from the transaction warehouse.	Simplifies the use of input parameter 906 and adds new selection options for extracting transactions. Provides option to produce a full detail report or an abbreviated version.
Ability to automatically post intercompany elimination entries during every posting cycle using built-in elimination logic.	Saves additional processing time by integrating intercompany entries with each posting cycle. Eliminates the need for preprocessor rules, custom programs and manual journal entries to process eliminations. Also, enhances security and editing by maintaining the intercompany elimination definitions online rather than externally to FCS.
Provide capability to download selected ranges of dollar transactions residing in the FCS transaction warehouse to an Excel spreadsheet.	Spreadsheet download for dollar transactions provides easier research capabilities and expedites month-end closing.
Provide ability to download selected warehouse batch headers and then upload changes to those batch headers from the same spreadsheet. Also, allow for the deletion of batches from the spreadsheet or FCBHIQ screen.	Saves time and reduces errors when maintaining the transaction warehouse. Release batches for processing from the spreadsheet instead of individually online using the FCBHIQ screen.
Print daily account analysis report for selected institutions, account numbers, and cost centers.	Ability to review selected accounts on a daily basis for proper general ledger maintenance and balancing. An unlimited number of Institution/Account/Cost Center selection parameters are allowed as input to an FCS290 reprint run.

Enhancements for FCS 5.0.5

Enhancements and Modifications	Benefits
Included security control for account/cost center not open override.	Changed the FCS online to provide better security control when establishing a new account/cost center record. Only authorized users can input transactions if an account/cost center is not open.
Average balance eliminated in suspense.	When creating suspense recycle batches, a retro transaction code of 21 or 22 is used. The effective date of the transaction is the date when the reject occurred. This change eliminates the average balance in suspense.
Ability to execute free-standing batch program to generate and store summary balance data at account header levels 1 through 8.	Summary balances are now maintained at account header levels 1 through 8. The level 8 summary balance is an account total. This table is created by a batch program that can be run at the user's discretion. This point-in-time data is not updated by any online or realtime processing.
Separate totals for control of memo accounts available.	Separate totals are now available for memo accounts on GLR207.

Enhancements from Previous FCS 5.0 Releases

Enhancements and Modifications	Benefits
The GLF100 Control File and GLF200 Master File have been removed from the system and replaced by records in an API online VSAM or DB2 database.	Provides a fully relational database architecture.
MICM security has replaced all OFC1 screens and functions.	Provides an improved security system.
MICM menus have replaced all OFCS menus and sub-menus.	Provides a more flexible menu that can be tailored to specific operators.
The MICM command line is used to bypass key panels (e.g., 'FCINST,M,001' accesses the Institution 001 inquiry panel).	Provides an easier online navigation between panels.
The control file institution name and holidays have been replaced by the MICM Institution Record. Institution numbers have been expanded to 4 digits.	Allows up to 9999 institutions to be defined.
Up to 30 holidays per institution are supported.	Eliminates a table restriction.
All batch inputs to the posting cycle are entered through the preprocessor (FCS210) in either 240-character internal format or reformattable input.	Reduces errors by allowing only one input port.
The RIM II and RIM IV preprocessor input formats have been removed.	Reduces errors by allowing only one input format.
No transaction input is allowed into FCS220.	Reduces errors by allowing only one input port.
All inputs are stored as a batch in the online transaction warehouse and can be retained for a specified number of days.	Provides complete audit trails for posted items and allows items to be reversed, if necessary.
Standard Journal Entry (SJE) definitions are set up in the online transaction warehouse and batches are generated as dictated by the SJE frequency rules. Online realtime updates of SJE definitions are allowed.	Reduces errors and streamlines SJE maintenance.
The GLF210 Pending File has been removed from the system and replaced with the online transaction warehouse.	Eliminates a sequential file and makes all transactions available for online inquiry and update.
Transactions rejected during posting can be corrected online and resubmitted from the recycle batch without rekeying through the online transaction warehouse.	Streamlines process of reconciling exception and suspense items.
The offsetting transaction is automatically generated in all suspense recycle batches.	Provides easy correction of items posted to suspense.
Any batch may be defined as a retained batch.	Provides alternate means of handling recurring entries.
Transaction code reversal is allowed when a retained batch is copied.	Provides alternate means of reversing a batch of transactions.

Enhancements and Modifications	Benefits
Control File cost center transactions may be entered for a group of institutions.	Reduces the number of transactions input.
Comments are allowed within Control File transactions.	Improves documentation and change control.
Entire Control File parameter is rejected if any field is in error.	Eliminates piece-meal updates.
Online help is provided for all fields and panels.	Provides a quick means of clarifying a field or value to the operator.
The Infopoint Visual Access GUI product is fully supported.	Provides a Windows environment for users that prefer that presentation.
The mini preprocessor has been removed from the posting cycle.	Reduces errors by allowing only one input port.
Preprocessor application zero rules apply to all applications before applying any rules defined for a given application.	Greatly reduces the number of rules and reduces maintenance when common rules are desired between applications.
The hierarchy scheme and roundoff structure of the hierarchy code has been removed and dots in the hierarchy code have no special meaning.	Provides a completely free-form and meaningful definition for the hierarchy codes.
A chart of accounts table that specifies parent account numbers replaces the account header level rollup logic.	Allows rollups to be performed independent of the numeric value of the account numbers.
The Report Writer miscellaneous switches have been replaced by mode/option switches. Twenty switches are available.	Provides a means of directing Report Writer reports to the online reports file and other destinations.
The group to process has been removed from the Environment record and entered directly into FCS220 using the CTL00 parameter.	Provides for concurrent posting cycles to be submitted as a particular group of institution's data becomes available.
The next processing date can be automatically set by the system by using the '11021 Autoroll' parameter in FCS100.	Reduces errors and eliminates manual intervention.
Concurrent batch and online updates and postings to different simultaneous groups can be performed on a relational database.	Helps eliminate workload and scheduling conflicts.
Online reports can be stored for multiple days. Automatic purge is performed based on a variable number of retention days.	Eliminates the manual maintenance required of the online reports file.
Online month-end adjustments allowed on the consolidated reports.	Provides for a faster month-end close.
Default report margins can be modified online real time.	Eliminates any program recompiles when the report margins require a change.
Different report modes can be assigned to cost center reports (GLR252 through GLR256). Some centers can be directed online and others to a printer, etc.	Provides more flexibility when distributing cost center reports to various destinations.
Report profiles are established for cost center, hierarchy,	Reduces maintenance and provides consistency

Enhancements and Modifications	Benefits
and institution-level reports.	between common reporting points.
Profiles (Institution Zero) are set up for certain record types that are used as a system level default with overrides allowed at the specific institution level.	Greatly reduces the number of database records and reduces maintenance when common information is desired between institutions.
All posted transactions are stored in the online database and a batch program is required to extract them to a periodic GLF260 cutoff tape.	Eliminates a batch process and provides immediate access to all posted transactions.
Account reconciliation open items are stored in the online database and are not written to the Transaction History File. Rules may be updated online real time.	Reduces errors and streamlines account reconciliation rule maintenance and item clearing.
Subledger balances are stored in the online database, and the GLF395 file is removed. Online inquires of subledger balances are provided.	Eliminates a batch process and provides immediate access to all subledger balances and subledger chart records.
A CTL parameter is used to point to a different chart of accounts.	Provides for extracts and reports in various rollup sequences.
The GLF800 reports file has been removed from the system and replaced by records in the online database.	Provides for concurrent updates to the online reports file.
External security using CA-TOPSECRET, ACF2, and RACF is supported through MICM.	Centralizes all security information in the MICM application.
The maximum number of cost centers and hierarchy points are specified in the Environment Record to dynamically acquire table storage.	Provides an efficient and flexible means to control the table sizes that depend on the individual site requirements. Also eliminates program changes.
The online posted transaction extract/index files and programs have been removed.	Eliminates a batch process and provides immediate access to all posted transactions.
The GL keys file and programs have been removed.	Eliminates a batch process and provides immediate access to all GL master records in cost center sequence.
The online extract screens, files, and programs have been removed and this functionality is replaced by the database multi-user facility.	Eliminates a batch process and streamlines concurrent batch and online processing.
The OFC2 Database Availability screen and functions have been removed.	Provides concurrent availability of all databases in the batch and online environments.
FCS clerk IDs have decreased in size from 9 to 8 characters (MICM operator ID).	Standardizes the operator IDs with all other security products.
MICM file set flags are used and replace the Clerk database ID.	Provides an efficient method of defining multiple databases.
The Runtime Components organization ID has been used to establish a multiple database environment.	Provides a table-driven multiple database environment.

Enhancements and Modifications	Benefits
Panel function keys are standardized to be compliant with IBM CUA (Common User Access). They have been hard-coded and cannot be changed by the user.	Provides a standard method of accessing screens that is consistent for all operators.
The PF Key field has been removed from all screens.	Provides a standard method of accessing screens that is consistent for all operators.
The MICM (API) log file and related utilities have replaced the existing audit files, reports, and programs.	Provides a greatly enhanced audit trail for all online updates down to the field level.
DB2 or VSAM utilities provide all restore/recovery functions.	Provides an efficient method of maintaining database integrity.
The online shadow files and related processing have been removed.	Eliminates a batch process and provides immediate access to all information within the database.
The CICS journal log recovery programs have been removed.	Handles all recovery through the database engine and performs immediate rollbacks.
The batch Terminal Control File maintenance program has been removed.	Centralizes all security functions within the MICM application.
Dynamic Transaction Routing (DTR) in a CICSPlex is fully supported. All CICS releases are supported.	Provides flexibility in leveling workloads within CICS regions.
All OFC*xxxxx* modules have been renamed to FCL*xxxxx*.	Allows a prior release of FCS to be installed in the same CICS region as FCS 5.0 for testing and verification purposes.
All OFC*xxx*S mapsets have been renamed to FCV*xxx*.	Allows a prior release of FCS to be installed in the same CICS region as FCS 5.0 for testing and verification purposes.
One release tape contains both batch and online modules.	Reduces errors when installing the system.
The GUM reformatter modules are delivered on the FCS release tape.	Provides enhanced reformatter options.
Comments can be entered within Reformatter source.	Provides better documentation and change control.
COBOL for OS/390 or LE370 compiler is required and VS/COBOL is no longer supported.	Offers the most efficient coding techniques and compilers for all programs.
Control File 11057 has been removed.	Eliminates the hierarchy code "dots" structure.
All single item data entry screens have been removed.	Provides a simpler environment and reduces operator training requirements.
Batch number can be assigned automatically.	Batch number zero may be entered to cause the system to automatically assign a batch number.
Function keys can be used for cursor transfer/breakaway.	The [F16] or [F23] function keys may be used to transfer or break away to posted transactions from the FCGLBAL panel (Account Detail Record Inquiry/Update) or to display the batch from which an item was posted. Also, batches can also be selected for inquiry using these keys in order to return to the FCBCHIQ panel.

Enhancements and Modifications	Benefits
Default TC03 Account Type.	The account type is optional when adding a new account/cost center record. The value defaults from the chart of accounts.
Do not edit item delete feature has been added.	Items are not edited when a delete is requested.
Effective date balancing is now available.	Batches containing retroactive transactions are balanced by effective date.
Posted transaction index can be used for inquiry.	Additional keys are available for inquiry to the online posted transaction database. This feature may be used by InfoReporter to provide faster access to the desired information.
Release code 'F' can be used to release a batch run.	A release code of 'F' causes a batch to be released to the next first or maintenance only run. The batch is not processed by a subsequent run.
Retroactive transaction security can be provided by operator.	Additional security is provided by operator for entering retroactive transactions.
Spreadsheet upload feature available in Excel.	FCS transactions may be edited and uploaded to the Transaction Warehouse from an Excel spreadsheet.
Spreadsheet upload button displayed on Visual Access.	A new button is available on the Visual Access main menu to invoke the spreadsheet upload.
Monetary transactions for multiple institutions can be input on a single Excel spreadsheet.	Provides increased productivity for client by reducing paperwork required to prepare accounting and financial data.

Chapter

3

Installation Summary

The process of installing and converting to FCS is accomplished in three main phases. The first phase involves *downloading the product media (product tape or CD)*. For this procedure, refer to the ***Installation Guide*** which contains the following information (MVS and VSE):

- Instructions for installing the FCS product media
- Instructions for compiling the system
- Disk space requirements
- Necessary updates to the CICS/VS tables
- JCL requirements

Once you have unloaded the product media by completing the instructions outlined in the ***Installation Guide***, you are ready to begin the second phase of installing the product. The remainder of this chapter contains a brief description of the steps for this phase.

The final steps in installation/conversion processing are completed by actually converting the data. This phase, discussed in the Conversion Processing section, leads you through the steps for actually converting your current data to the Infopoint FCS format.

Steps in Processing

The following list includes the steps necessary to complete the second phase of the installation/conversion process for Infopoint FCS.

Step 1 **Read the related documentation.**

Refer to Chapter 1, Introduction, for a list of the documentation for Infopoint Runtime Components, MICM, and FCS.

Step 2 **Install Infopoint Runtime Components (1.4) or above.**

Refer to the Infopoint Runtime Components ***Installation Guide*** for details on this installation.

Step 3 **Install Infopoint MICM (5.1.7 or above).**

Refer to the Infopoint MICM ***Installation Guide*** for details on this installation.

Step 4 **Install Infopoint FCS.**

Refer to the FCS ***Installation Guide*** for details. The installation steps for MVS and VSE operating systems are documented. Refer to the steps that apply to your specific operating system.

Step 5 **Run the FCS Test Case.**

The following jobs should be run to verify the proper installation of the product and to illustrate how the system is executed in a production environment.

Job Number	Description
JOB01	Delete and reload starter database
JOB02	Print contents of general ledger file
JOB03	Edit and entry only run
JOB04	Run preprocessor, edit and warehouse trans
JOB05	Run daily cycle for day 1
JOB06	Run daily cycle for day 2 (Month end)
JOB07	Run daily cycle for day 3 (Month begin)
JOB08	Load control file batch to warehouse and produce monthly responsibility reports
JOB09	Consolidation reporting

Job Number	Description
JOB10	Print institution monthly reports, update online report/account file, and reprint reports with adjustments
JOB11	Update Online Reports File and Reprint
JOB12	Load report writer parameters to warehouse and run report writer
JOB13	Run budgets reports series
JOB14	Cost allocation file maintenance
JOB15	Run cost allocation
JOB16	Create Institution 0017
JOB17	Run high-volume conversion
JOB18	Run maintenance cycle
JOB19	Print indented chart of accounts
JOB20	Run posting cycle for day 1 (Institution 0017)
JOB21	Run posting cycle for day 2 (Institution 0017)
JOB22	Execute history cutoff and subledger update
JOB23	Print account analysis and subledger reports
JOB24	Print SJE status report
JOB25	Year-end close and shift subledger balances
JOB26	Merge month-end history cutoff with YTD
JOB27	Load summary level balances
JOB28	Back up files to disk/tape
JOB29	High-volume changes
JOB30	Delete, merge, and load database
JOB31	Sort the GLF260 history file
JOB32	Print Chart of Accounts Comparison Report
JOB33	Create MICM cost center security parameters
JOB34	Print batches from the transaction warehouse
JOB35	Print the security violation report
JOB36	Print reconciliation rules
JOB37	Sort the print spool reports

Step 6 **Complete the Infopoint MICM Installation.**

For new users of MICM, refer to the Conversion chapter of the MICM ***Operations Guide*** and for existing users of MICM, refer to the Migration chapter of the same guide to complete the MICM installation.

Step 7 **Complete the Infopoint FCS Installation.**

Refer to the Conversion chapter in this guide and the Migration chapter in the ***Installation Guide***, respectively, to complete the FCS installation.

Reporting Requirements

FCS ***Procedures Guide 3*** gives a detailed explanation of each report produced by FCS.

Preparation for the output of reports involves an analysis of your institution's need for each available report. You must also decide the specific details of actual report printing.

All reports provided by the system should be reviewed to decide:

- Who should review daily activity?
- How often should request reports be generated?
- Which reports are not necessary for your operation?
- Will the report be printed or be sent to another median?

Make decisions jointly with all parties involved. Be sure your decisions meet all setup/conversion, daily operation, and management needs.

MICM Security

Maintaining institution parameters and designating the appropriate user security is critical to the ongoing operation of the system. Carefully consider who is responsible for these issues and to what extent that person distributes the various levels of security.

When you process this system online, decide who has access to the panels and what functions they are allowed to perform.

Institution parameters control system-wide security, not just individual institutions. These security control records allow operators to perform only those functions that have been established for them.

Note: Refer to the Infopoint MICM documentation for instructions on how to establish and maintain security.

Conversion Processing

- Conversion from a prior FCS release.

  After supplying the conversion information to the data center, you need to coordinate the conversion job steps with the data center and review all output from these job steps. (The steps for conversion processing are described in the following section.) After a determination is made that a clean and balanced conversion has occurred, you can begin daily processing with the FCS daily job stream. Refer to the Batch Programs chapter in ***Reference Guide 1*** for daily program information.

- Conversion of OFC1 to MICM.

  The conversion program will convert the OFC100 security file to MICM format.

Chapter

4

Conversion

This chapter contains the following information to help you convert from your current system to the latest release of FCS.

- Issues to consider in preparing for the conversion process
- Steps for installing the product
- Steps for converting the data
- Programs and reports used in the conversion process.

Note: If you have run the MICM conversion or migration process (refer to the Conversion and Migration chapters of the MICM ***Operations Guide and Installation Guid***e, respectively), be sure to re-run the FCS FSSTARTV procedure for VSAM or FSSTARTD for DB2 to reload the FCS parameters to MICM.

Conversion Definitions

The following terms are defined to aid the user in understanding basic system concepts. The definitions set out here relate to the specific meanings of terms as used in FCS.

Institution — A logical entity for which financial and statistical records are maintained under FCS. An FCS institution may be a division, subsidiary, plant or any standalone entity. There is no relationship between institutions as used in this text and institutions as legal entities unless specifically stated.

Cost Center — Smallest definable segment within an institution's organization structure. All general ledger accounts are assigned at the cost center level. Although the term cost center is used throughout this document, it encompasses all similar terms that may be in common use within a particular user's organization.

Hierarchy — The ranking of organizational units and related reporting points within the institution's organization structure.

Parameter — Value or set of values that designate a particular option available in FCS. Parameters are determined and input by the user.

Batch — A group of transactions input together.

Group — A list of institutions to be processed together, usually because of similar institution processing requirements.

As a complete financial information system, FCS has numerous benefits to the user resulting in time savings, cost savings, and increased availability of information.

The four primary parts (tables) of FCS are:

- Control Tables, which are used to control everything from processing dates to the various report options
- Master Tables, whose primary purpose is to hold monetary information and certain parameters that are directly related to the posting of monetary values to specific accounts
- The Transaction Warehouse, which stores different types of batches of transactions and other related tables associated with Control File and General Ledger Master File transactions.
- Online Report Tables, which hold reports for online viewing.

Conversion Steps

What are the steps involved in setting up your institutions? The areas of activity can be broken down in the following manner.

- Environment Definition
- Site Planning
- Define Database Structure
- Physical Installation
- Database Creation
- Optional FCS Modules
- Implementation

Environment Definition To become familiar with the basic FCS system. Discussed are the building blocks, their purpose, and use. The steps in processing institutions from posting transactions to reporting an institution's status are discussed.

Onsite Planning This time is used to direct your efforts in the most profitable manner to allow a smooth conversion. The topics in this 'How To' are discussed at that meeting.

Define Database Structure To define institutions and groups, chart of accounts, and organization structures.

Physical Installation Includes installing the software, running the test case provided by TriSyn Group, and reviewing procedures, transactions and sample reports.

Database Creation Encompasses discussions of your conversion needs, building the control tables for your institutions, creating your general ledger master, defining reporting requirements, creating the warehouse, and defining optional accounting controls.

Additional FCS Modules Budget, cost allocations, and report writer. This will also include attending workshops.

Implementation Includes setup of various operating and processing controls, subsystem interface, and parallel operations.

In summary, you must define what you want and how it should look prior to any attempts to build your tables. Once these have been defined, the following steps can be followed to set up one or more FCS institutions.

Building Control Tables

This section outlines the batch transactions required. Refer to the section, Building an Institution Using FCS Online, later in this chapter for information on entering a new institution online in real time.

Transactions listed can be input in the following sequence. For other possible input sequences, refer to the Input Sequence table found in this chapter.

Transaction	Description
MICM 1001	Establish the new institution number and name to the MICM system. Assign the new institution number to those operators accessing it.
MICM 2021	The holidays to be observed by the new institution need to be established as part of the MICM requirements.
110 11	Assign Report and Suspense Profile. The report profile field is required. If the report profile identifier entered is not on file, a new report profile is created with default values. The suspense profile, if entered, must already be on file.
110 12	Calendar Parameter. You must define your current year to FCS. All institutions, whether Calendar or Fiscal, are treated as Fiscal.
110 15	Last Day of Period. You *must* enter this parameter for each institution.
Section 2 – Cost Center Records:	
110 33	Cost Center Report Profile. Unless an existing report profile is used, a cost center profile must be established. This cost center report profile can be used for any cost center on file.
110 61	Distribution Records. If report distributions records are used at the cost center level, you are required to establish those records unless existing distribution records are used.
110 62	Responsible Person Identifiers. If responsible person data is used at the cost center level, you are required to establish those identifiers prior to establishing the cost centers, unless existing responsible person identifiers are used.
110 41	Cost Center Entry. Establish one for each valid cost center.
110 42	Cost Center Report Options. For each center entered in transaction 110 41 above, you must enter 110 42 unless you are accepting the default options indicated on this transaction.

Section 3 – Hierarchy/Responsibility Reporting Control:	
	After your organization structure and responsibility lines have been developed, the following transactions are used to set up the organization for FCS.
110 51	Hierarchy Structure – Create. This transaction is used to establish the hierarchy structure number. Hierarchy structure numbers can be established using Institution Zero, allowing them to be used by those institutions whose Use Zero Institution records have been set to 'Y' or can be established at the institution level. If a responsible person identifier is assigned with the hierarchy structure and an existing identifier is not used, use control table Transaction 110 62 to establish the new responsible person identifier.
110 53	Hierarchy Report Profile. Unless existing hierarchy report profiles are used, it is required to establish hierarchy report profile(s). These profiles can be used by any hierarchy entries.
110 54	Hierarchy Option Profile. Unless existing hierarchy option profiles are used, it is required to establish hierarchy option profile(s). These profiles can be uses by any hierarchy entries.
110 52	Hierarchy Entry – Create. If existing hierarchy entries are to be used, proceed to the next transactions or add the hierarchy entries to the pool of entries to be used in defining a hierarchy rollup structure. This transaction must be entered with its assigned hierarchy code, any cost center pointers (to associate the General Ledger Master Tables dollars with the structure for reporting), and hierarchy unit title.
110 55	Hierarchy Rollup Structure. Now that all required hierarchy entries have been established the hierarchy rollup structures can be established. These hierarchy structures are used for responsibility reporting and also used in report writers.

The first section of institution records, cost center records, hierarchy records, and institution calendars have been defined. In addition, the processing frequency has been set, cost centers and their reports have been defined, and the organizational structure for responsibility reporting and their respective reports have been produced.

Total institution options such as total institution reports and posting reports have not been set. Posting groups or set group controls have not been created.

The transaction order sequence is as follows:

1. MICM 1001
2. MICM 2021
3. 110 11
4. 110 12*
5. 110 15
6. 110 33
7. 110 61
8. 110 62

9. 110 41 (one for each valid cost center)
10. 110 51
11. 110 53
12. 110 54
13. 110 52 (one for each point in the hierarchy structure per table)
14. 110 55

* These transactions must be entered after each year–end close, program FCS990, and before processing the first posting run of the new year.

Section 4 – Group Records:

An FCS group is defined as institutions to be processed together, either for posting or reporting. A posting group is a reporting group, but the converse is not true. An institution can belong to only 1 posting group.

The primary consideration in defining a posting group is posting frequency of the institutions in the group. When 1 institution in the group is ready for a first run, all institutions in the group are ready for a first run. The group concept allows processing times to be broken into several parts to allow reporting on some institutions regardless of the status of others. For example, you can set up 4 institutions whose posting transactions are ready at 2 different times. The first 2 institutions, 1 and 2, are ready to post their General Ledger by the 15th of every month, but institutions 3 and 4 are not ready until the 30th of every month. In this case, you can group institutions 1 and 2 together and group institutions 3 and 4 separately. Institutions 1 and 2 can be posted and have posting reports before institutions 3 and 4 are ready. When institutions 3 and 4 are ready, they can be posted. When all 4 institutions have been posted, they can be grouped together to allow production of all monthly reports at the same time. Therefore, no reports have been delayed waiting for others to be processed. When you are dealing with more than 1 institution, you can group your set of control tables. Create the 110 11 through 110 62 for all institutions in your first group. If reporting options, levels, and other institution controls are identical, the remainder of the institution records can then be entered only once for a group and are automatically applied to all institutions in that group. If not, you must set the remainder of the institution control records by institution – not by group.

Note: You must have all records as described above established before you can put an institution into a posting group.

To set up the group records, the following transactions must be entered.

Transaction	Description
110 03	Group Record – Create. The specific fields (to set up a processing group) are: Group Identifier, Transaction 03 Action Code 1, Group Type 1, and Group Name. The other fields on this transaction pertain to data used in consolidation reporting and should be entered if this group is to be used for consolidated reporting.
110 04	Group Record – Institutions to Process. The specific fields you must enter are: Group Identifier, Transaction 04 Action Code 1, Institutions to Process, The Institution Numbers to be included in this processing group.
Section 5 – Institution/Group Records:	
	Either an institution or group number can be entered in each of the following transactions. If an institution number is entered, only the institution indicated is affected. If a group number is indicated, all institutions in the group are affected by the transaction.
110 22	Edit and Entry Criteria. Batch Balancing Technique, Maintenance Balancing Technique, and other Edit and Entry features. Refer to the Generalized Subroutine System section of ***Reference Guide 1*** for description of check-digit routines.
110 23	Institution/Group Control Options. Some Specific references: Hierarchy Structure Number – the structure to be used when a reference to the organizational structure is needed (i.e., responsibility reports or Budget Transactions). This field changes only when you have more than 1 hierarchy table, otherwise it should remain the same. Close Frequency – this field pertains to closing Revenue and Expense – most nonfinancial users close annually – note that Annual Close is the default value.
110 24	Suspense Account Profiles. The suspense accounts you want FCS to use for suspense posting. This transaction is only necessary if not using an established suspense profile.
Section 6 – Report Records:	
110 31	Report Modes (type of output device or media). High–volume transaction to affect all standard report modes in FCS. Normally not used. The default value for all reports is printer.
110 32	Daily (posting) Report Mode (type of output device or media). If you would like mode settings to be other than printer, change only the modes for those reports. Leave all other fields blank. *Do not* use mode switches to turn off a report unless you intend to execute an FCS290 reprint at a later time with report mode update. The option switches are designed to turn off reports and provide more efficient processing.
110 33	Monthly Report Mode (type of output device or media). If you would like to change the mode settings for monthly reports to other than "Printer" use this transaction.

Transaction	Description
110 34	Daily Report Options. Options are basically Yes/No switches; but on some reports there are extended options. If the default values indicated are correct for your institutions, you do not need to enter this transaction. Note that there are some header level indicators included on this transaction.
110 35	Monthly Report Options. If default options are not satisfactory, enter new selections for options and levels. Note some monthly reports are available at the 9 level, 1 print line for each account/cost center combination.
110 36	Exception Parameters. If you want exception reporting, as indicated on the 110 35 transaction, this transaction sets the dollar amounts and/or percentages, as well as the level to test. Enter only positive dollars. Exception tests are on Absolute Values. At present, comparison for balance sheets accounts is to month ending balance; for income and expense or P&L accounts, it is to net change. Whether over or under budget is encountered to the percent or dollar values of the exception, the report reflects the exception. (Exception level must be equal to or below the report level specified in transaction 110 35.)
	At this point, you have completed all necessary entries to the Control Tables for each institution and each group except the Environment Record 110 01 and the Processing Date 110 21 transactions and preprocessor transactions. All batch input transactions to be processed (posted) are processed using the preprocessor. Each application that is to be allowed for an institution must be established. Applications can be established using Institution Zero, a form of profiling, or established at the institution level.
110 21	Processing Date. This transaction is one of the most important and most used to set the control tables before General Ledger posting. The primary purpose of the 110 21 is to set the processing date for the General Ledger posting. It is also used to override system checks for improper date combinations after an error condition has been detected by the system. This transaction offers you the high–volume option – Institution or Group number. At startup time when you are ready to process the General Ledger, you must code specific fields in a specific manner. In addition to the key information Card Identification, 110, Transaction Code 21, Institution or Group Code – the processing date needs to be set to the processing date you want. This automatically sets a first run condition. The last processing date must also be set. The value entered in this field depends on what you used for the processing date. Last processing date would be the Last Previous Valid Processing Date. At startup time there is no last date, so you must enter appropriate information to allow processing to continue. If you want to skip some processing days after you have started processing, use the Skip Days Code. The Cutoff Date or Number of Days to maintain transactions of the transaction history table needs to be entered. This is usually entered at startup time only.

Transaction	Description
	Note: Neither first nor last processing day of any month may be skipped if you are using other than once-a-month processing frequency. The last step is to set the group to process.
110 01	Environment Record. This transaction is used to identify the environment of the database. The maximum length of account numbers and cost centers, and maximum number of cost centers, hierarchy entries used by any one institution are entered on the transaction. This transaction needs only be processed if a new institution is added and any of the current values fall below the maximum values used. If the online system is used, the Online Indicator needs to be set on.

Because of transaction dependency, the sequence presented is important. During institution creation, transactions must be entered by logical sequence. For example, for FCS to process hierarchy records for an institution, the cost center records must have been previously added. To process a group record, the institutions in that group must have been added to the table. If you run the Control Table maintenance to build your Control Tables and some transactions or fields reject, an error message code and associated message is printed.

This would be the transaction set for building 1 institution, for 2 or more you could group like transactions in various ways, but be aware of the transaction dependency, and transaction sets (110–12, 110–14).

General Ledger

You can now build the general ledger portion of the database. As in the control tables, there are some general rules for building the general ledger master tables. The first account on the posting chart of account's table must be a level 1 record. A Chart of Accounts rollup structure used for posting must be built before you can post any balances. You have determined what your chart of accounts looks like. The first step is to create your chart of accounts for each institution to be processed by FCS or to build a chart of accounts as a profile (using Institution zero) that can be used by any institution whose Use Zero Institution Record flag is set to 'Y', indicating Yes. Before a chart of account rollup structure can be built, the chart of account structure number must be established.

Note: Refer to the Accounting Structure – GL Master Tables for more details.

Transaction 20 — Title and Discussion

Before establishing the accounts to be used in a chart of account structure, the account types must first be built. Transaction 20 is used to set up the account types that can be established with Institution zero or at the institution level. Only those account types to be used need to be established. The account types are:

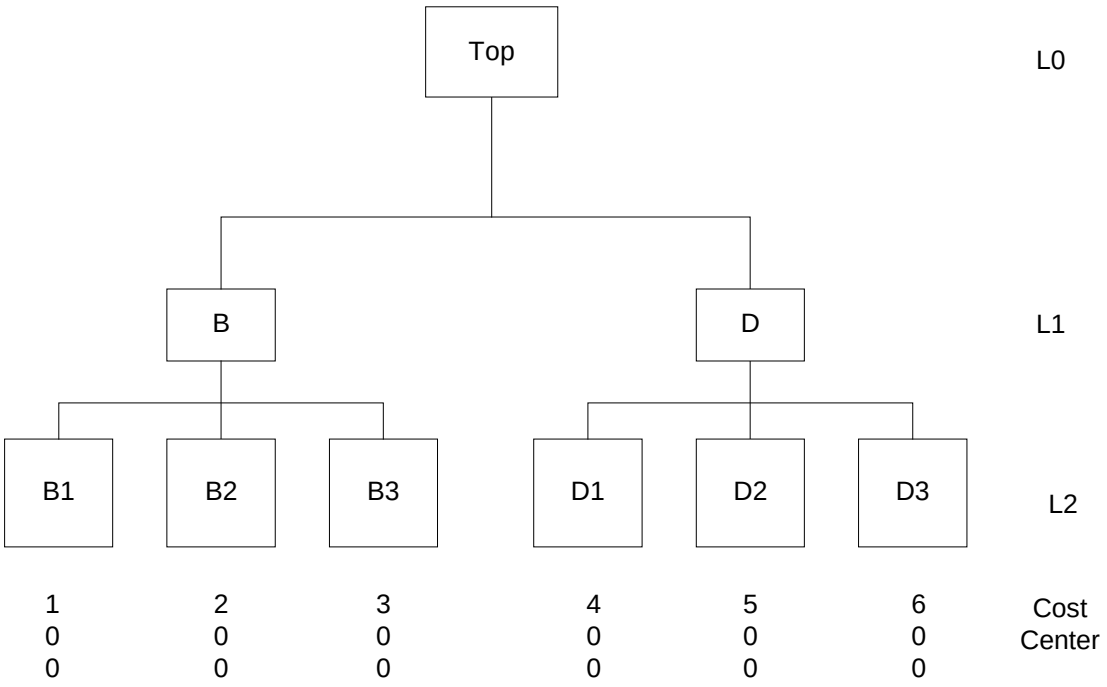
Type	Description
01	Assets
05	Liability
10	Capital
20	Income
25	Expense
30	Taxes
35	Non Operating Income
40	Non Operating Expense
90	Statistical – Balance Type
95	Statistical – Activity Type

Not all account types are needed by FCS. Enter only those types to be used:

Header Level	Type	Description
1	01	Assets
1	05	Liability
1	10	Capital
1	20	Income
1	25	Expense

<table>
<tr><th>Transaction</th><th>Title and Discussion</th></tr>
<tr><td>03</td><td>After the account types are built, the accounts can be established using Transaction 03. This transaction is used to perform several functions. The first is to establish a chart of account structure number. The second function is to establish level 8 accounts. Level 8 accounts are established as a pool and are not associated with any chart number. The third function is to establish header level accounts 1 through 7. Header level accounts are associated with a chart structure number and are used for summary/descriptive information only. No cost centers can be directly associated with these records. All 3 of these records can be established using Institution zero or can be established at the institution level. Once the pool of level 8 accounts is built, the account/cost combinations, level 8s, can be processed using this transaction. The Account Type field is associated with the level 1 record, and is used internally by FCS for sign control. The account description is stored at the account level only, ensuring standard account descriptions. This description prints on reports; therefore, it should be concise (At summary points throughout the reports, the word “Total” is indicated before this description.) Before establishing the chart of account rollup structures, the pool of level 8 accounts and the header accounts must be built. The accounting rollup structures are built using transaction 04. If you decide to add your chart of account in parts – headers and then detail – you must enter header levels first – at least the 1 level in each account type desired, Example:
<table>
<tr><th>Header Level</th><th>Type</th><th>Description</th></tr>
<tr><td>1</td><td>01</td><td>Assets</td></tr>
<tr><td>1</td><td>05</td><td>Liability</td></tr>
<tr><td>1</td><td>10</td><td>Capital</td></tr>
<tr><td>1</td><td>20</td><td>Income</td></tr>
<tr><td>1</td><td>25</td><td>Expense</td></tr>
<tr><td>1</td><td>30</td><td>Taxes</td></tr>
<tr><td>1</td><td>35</td><td>Non–operating Income</td></tr>
<tr><td>1</td><td>40</td><td>Non–operating Expense</td></tr>
<tr><td>1</td><td>90</td><td>Statistical – Balance Type</td></tr>
<tr><td>1</td><td>95</td><td>Statistical – Activity Type</td></tr>
</table>
On some additional run, enter the detail or level 8 records. A 03 (or 23) *must* be entered for each summary and each detail record. A high–volume method of adding detail accounts is also available.</td></tr>
</table>

Transaction	Title and Discussion
23	Record Create – High Volume. This transaction is used to add account/cost center combinations. Rules for this transaction are the same as Transaction 03, but reference is made to the hierarchy structure that is investigated to find the cost center numbers to use, i.e., hierarchy.



Notice that the cost center number 100 is tied to hierarchy entry B1, Cost Center 200, to B2, Cost Center 300 to B3, etc.

Note: Hierarchy entries here are representative only: For assigning codes, reference the 110 52 transaction in this guide. By using Transaction 23, an account can be opened to a number of cost centers by specifying a hierarchy entry. If the level L0 hierarchy entry (TOP) is referenced on this transaction – 03s are generated for the account specified for all cost centers tied to the hierarchy structure. Then, 03s would be created for all cost centers in this example. If only 1 of the level 1 (L1) entry 'B' or 'D' is referenced, only cost centers referenced below that point are used for generating the 03s.

If 'B' was referenced by Transaction23, only cost centers associated with entry B1, B2, and B3 (CC100, 200 and 300) would have 03s generated. If entry D were referenced on Transaction 23, only points D1, D2, and D3 (CC 400, 500, and 600) would have 03s generated.

Use a hierarchy structure to create these records, if possible. Transaction 03 erases accounts, even if an account is opened to a cost center. If the erase switch in control table transaction 110 23 has been set to a 1, the account record is removed from the table as long as all dollar fields are zero.

Although you are allowed to intersperse statistical accounts (types 90 and 95) throughout your chart of accounts, it is recommended that they be the last 2 account types on your chart.

Recall that each time you change account types in your chart of accounts you must have a level 1 header to denote the account type change (statistical accounts are the exception to this rule).

Level	Account Type
1	Assets (01)
8	
8	
8	
1	Liabilities (05)
8	
8	
1	Capital (10)
8	
8	
1	Income (20)
8	
(etc.)	

Your reports then would show net amounts at each account type break.

Transaction 03 (or 23) is the only transaction necessary to set up your chart of accounts along with Transaction 04 to establish the account rollup structures. Transaction 03 closes and/or deletes any unwanted accounts. Account descriptions can be changed using Transaction 03, the new standard description.

Transaction	Title and Discussion
04	Transaction Code 04 is used to build a chart of accounts structure. Any number of charts can be built. The chart rollup structure is defined by fields 'After account and level' and the 'To account and level'. The 'After' is used to place the account into a sequence within the rollup structure and the 'To' is used to determine where the dollars are to be reported.

You may want to set certain edit criteria for particular accounts (i.e., some expense accounts might require an employee and/or vendor number on every dollar transaction). Edit criteria is established at the account level and copied to the account/cost center level as it is built. If required, the edit criteria can be changed at the account cost center level. When edit criteria is changed at the account level, all cost centers using that account are not changed.

At this point, you have completed setting up your general ledger table and are ready to begin posting.

Parallel

The following general assumptions have been made prior to describing the initial loading of balances and preparing for parallel execution of FCS. Processing frequency is once monthly.

- The accounting year is January through December.
- The current month is March.
- Parallel consists of January, February, and March (loading current year's history).

The following procedure explains how to initialize the General Ledger for processing.

1. The Current Processing Date contained in the control table (reference control table transaction 110 21) must be set to the first PQB as reflected in the GLR130 (Calendar) for each institution to be processed. Also, the Last Processing Date field for this particular startup run must also be entered, and must be equal to the Last Available Processing Date previously used. At the time the dates are set, ensure that the GLR240 (General Journal – Account Sequence) and GLR270 (Total Institution Trial Balance) reports are both turned on. It is also recommended that during this conversion, suspense posting not be allowed. After the initial loading and posting of balances, the suspense switch (110 23) can again be set on.

   The first processing run is used to load current balances for each of the balance type (Assets, Liabilities, etc.) detail records on the GL Master Tables. Transaction 05 should be coded for each record as follows:

Transaction Code	05
Institution Number	
Account Number	
Cost Center Number	
Amount Field Change Code	121 Current Balance
Amount Change Direction Code	1 for Debit balance 2 for Credit balance
New Amount (the balance at year begin)	
Amount Change Edit Switch	1

   Old Amount – blanks, do not enter anything in this field.

   The I & E type accounts begin the year with no balance, so no transactions are needed for these type accounts. Once the Current Balance transactions (05's) have been prepared for all affected balance type accounts, execute the posting cycle (FCS220 series of programs).

   The first posting run initializes all account records.

2. The Current Processing Date must be changed to reflect the first processing date in March (PMB). This is again a special case and the last Processing Date must also be entered on the 110 21 transaction following the same rule as before – last available processing date. In executing the posting series programs now, retroactive transactions for January are entered and posted. (21 DR and 22 CR entries that have a Transaction/Effective Date reflecting January.) You may either post actual detail or summary type transactions. If you want the full detail audit–trail, you should post full detail. If posting summary dollars, use net change figures for all account types.

   Without changing the control tables, run the posting series again using retroactive transactions for February.

   Run the posting series again with regular (01) DR and (02) CR transactions for March without executing the control table maintenance.

3. Now you are ready to balance your tables. To accomplish this, the Monthly Series of reports is used (GLR300 – Consolidated Balance Sheet and GLR301 – Detail Statement of Earnings).

   The runtime 'CTL' parameters are used to determine the month and year of reporting along with other options. Control tables are not updated with this data from the CTL parameters, but only used for the duration of the processing/reporting requested. Control table maintenance must be performed (execute FCS100 program) to set January as the reporting month. The transaction 110 21 should be coded as follows:

Parameter Identification	CTL
Transaction Code	01
Institution or Group Number	
Institution or Group Code	
Year of Reports	0 (current)
Month of Reports	01 (for January)

   Also, be sure the GLR300 and GLR301 reports are turned on.

Now that the runtime CTL parameters have been created the Monthly Total Institution Series (FCS300) should be executed with the CTL parameters used as input. The monthly reports will be produced. Balance these reports. Retroactive debit and credit entries may still be run through the posting cycle to adjust balances and activity for those accounts in error. Do not execute the control table maintenance, just execute the posting cycle with the debit and credit entries necessary.

Once adjustments have been made to January, the monthly series is again executed using the same CTL parameters used in the prior run and the GLR300 and GLR301 reports are again produced for January.

With January in balance, change the month of report in the CTL parameter to 02 for February. Now the Monthly cycle (FCS300) is executed to produce the Balance Sheet and Income Statement for February.

Repeat the procedure for March and you have both a balanced General Ledger and have completed 3 months parallel operation.

Now you may set the processing date for April and you are ready for live posting via FCS. Prior to actually posting, the Monthly History Cutoff (FCS355) should be executed to clean the monthly detail from its current tables if needed.

If you would like to see an account analysis for the January through March entries you may execute the FCS370/380 series.

Building an Institution Using FCS Online

The previous procedures were used to establish an institution on the database using batch transactions that were processed through the execution of batch programs. The following online transactions can be used to establish institutions without creating batch transactions and requesting the execution of batch programs. The FCS online system is a realtime system. Information entered through FCS is reflected on the database after it has been entered. The FCS online does have the ability for data entry and the batches of transactions that are added to the transaction warehouse can be processed through batch programs. The following example is how to add an institution to the database in a realtime mode.

The following online transactions are listed in sequence for adding an institution to the database. The institution is established at the institution level, no type of profiling used or profiles established for other institutions are being used. Before starting, ensure the operator has been established with MICM security for the online transactions to be used and that each online transaction has security to add, change, and delete.

After logging on to MICM (SGON) and entering the operator identifier and password the FCS Online menu appears. This is the starting point. Each online transaction is entered on the Command line.

- Enter **FCCF** for the Control File Inquiry/Update menu.
- Enter **FCINST** to establish the institution.
- Enter **FCINSTD** for the FCS Institution Period Days or use this transaction to establish current and last year period days.
- Enter **FCINSTC** to establish calendar information for an institution.
- Enter **FCINSTR** to perform "M" maintenance to the report profiles assigned to the institutions.
- Enter **FCRESP** for the Responsible Person Records. This transaction is only needed if responsible person data is to be used.
- Enter **FCDIST** for the Distribution Profile Records. This transaction is only needed if report distribution data is to be used.
- Enter **FWCNTR** for the Cost Center Work Unit. This is a work unit that leads the operator through all of the required transactions to establish data for a cost center. This work unit consists of online transactions, FCCNTR and FCCNTR in order. These transactions can be used in this order instead of the FWCNTR transactions.

Once the first cost center and cost center report profile has been built, add the remaining cost centers using transaction FCCNTR.

- Enter **FCHIERS** for the Hierarchy Structure. This transaction is used to establish a hierarchy structure number. Use this transaction for each hierarchy structure number established.
- Enter **FCHIERR** for the Hierarchy Reports. This transaction is used to establish the report options and modes for hierarchy/responsible person reporting. This profile is used when establishing the hierarchy entries. If a hierarchy entry does not to have the same reporting options and modes as established in a profile, then a new profile must be built.
- Enter **FCHIERO** for the Hierarchy Options. This transaction is used to establish the reporting options and modes for each of the 20 reporting levels associated with a hierarchy entry. Each level has a reporting option and mode. The same rules apply to this transaction as with the FCHIERR transactions.
- Enter **FWHIER** for the Hierarchy Work Unit. This transaction is used to add hierarchy entries to the database and to assign cost center(s) to the hierarchy entry. This transaction is also a work unit consisting of transactions FCHIER and FCHIERC. If a cost center is not associated with a hierarchy entry, transaction FCHIER can be used. Continue to use this transaction until all hierarchy entries have been added. When all entries have been entered, this pool of hierarchy entries can be used to define a hierarchy structure. The next online transaction is the transaction used to build a hierarchy structure.

It is possible to add a hierarchy entry and then using the next transaction FCHIERU add the entry to a hierarchy rollup structure.

- Enter **FCHIERU** for the Hierarchy Rollup. This transaction is used to establish hierarchy rollup structures using the hierarchy entries established with FWHIER or FCHIER.

Building Chart of Account Structure

- Enter **FCACCTP** for the Account Type. This transaction is used to establish the account types. Account types are assigned to accounts. Establish those account types that will be used. Account types are:

Type	Description
01	Assets
05	Liability
10	Capital
20	Income
25	Expense
30	Taxes
35	Nonoperating Income
40	Nonoperating Expense
90	Statistical – Balance Type
95	Statistical – Activity Type

- Enter **FCCHRT** for the Chart of Accounts. This transaction is used to build a chart of account structure number.
- Enter **FCCHRTH** for the Chart Header Level. This transaction is used to build account header accounts level 1 through 7. Header accounts are assigned a chart number. Continue to use this transaction until all header accounts have been added. Header accounts are used to establish a chart of account rollup structure.
- Enter **FCCHRTD** for the Chart Detail Level. Use this transaction to build the account level 8 accounts. Note that a chart structure number is not associated with level 8 accounts. The accounts in this pool of account are used to build a chart of account rollup structure.
- Enter **FCCHRTU** for the Chart of Accounts Rollup. The chart of account rollup structure can be built using this online transaction code. Define each header account and detail level account that is to be in this chart. A chart must be built for posting that includes all level 8 accounts that can be used.
- Enter **FCSUSP** for the Suspense Profile Accounts. If suspense processing is to be used, use this transaction to set up suspense profiles and high suspense accounts.
- Enter **FCSUSPA** for the Suspense Account. This transaction is used to define the suspense accounts to be used. Use the "M" maintenance function to update the high-suspense accounts set up in function FCSUSP.
- Enter **FCRECON** for the Account Reconciliation Rules. If reconciliation of accounts and/or account cost centers combinations is to be used, use this transaction to build those rules.
- Enter **FCSJE** for the Standard Journal Entry. If standard journal entries are to be used, use this transaction to establish them.

- Enter **FCPREP** for the Preprocessor Rules Inquiry/Update. This transaction displays another menu panel of the transactions that are used to establish preprocessor rules. Of the transactions listed, only FCACCTC is required. This transaction is used to establish the preprocessor rules for the applications interfacing with the institution being built. All other transactions, excluding FCACCTR, are used to translate/convert input data to another value.

FCINCV	Institution Conversion
FCAPPLC	Application Control
FCACCTC	Account Control
FCACCTR	Account Prorate
FCBRDEP	Branch/Department Conversion
FCACCT	Preprocessor Account/Subledger Conversion
FCTRNTP	Transaction Type Conversion
FCTRNCD	Transaction Code Conversion

After the information for the institution has been entered, the only remaining step is to establish the institution into an update group and any reporting groups. If the institution is to have its own update group, use transaction FWGRP, a work unit transaction or transactions FCGRP and FCGRPI to build the group and to assign the institution to the group.

Before posting to this institution, the control dates need to be entered and/or reviewed to ensure that they are correct.

Programs

Conversion programs are run to establish processing parameters when converting to FCS.

FCS010 – Conversion Edit and Entry

Purpose

This program edits the GL maintenance Transactions 03 and 23 that are read through input file GLF010I. It performs hierarchy explosion on GL maintenance Transactions 23 creating Transactions 03 for the appropriate cost centers. The edited Transaction 03 and the created Transaction 03 from the hierarchy explosion is written to an output file GLF020. The GLF020 output file is input to program FCS020. The GLR010 edit report is produced in this program. The CTL parameters read in this program are written to output file GLF846 and used in program FCS020.

API MICM Records

Record	Ext Record Code	Name	Description
1001	M74	MI1001-RECORD	Institution Information Record

API Application Records

Ext Record Code	Name	Description
FAD	FAD-RECORD	Account Detail Record
FAH	FAH-RECORD	Application to Batch Record
FAT	FAT-RECORD	Account Type Records
FBH	FBH-RECORD	Batch Record
FCA	FCA-RECORD	Chart of Accounts Record
FCH	FCH-RECORD	Chart of Accounts Rollup Record
FCL	FCL-RECORD	Calendar Record
FCV	FCV-RECORD	Account Header Level Record
FDV	FDV-RECORD	Account Detail Level Record
FGM	FGM-RECORD	GL Maintenance Transaction Record
FHH	FHH-RECORD	Hierarchy Entry Rollup Record

Ext Record Code	Name	Description
FHY	FHY-RECORD	Hierarchy Structure Record
FIN	FIN-RECORD	Institution Record
FPN	FPN-RECORD	Preprocessor Application Change Record
FRF	FRF-RECORD	Related Function Definition Record
FRP	FRP-RECORD	Responsible Person Record
FSP	FSP-RECORD	Suspense Profile Record
FTN	FTN-RECORD	Cost Center Record
FVF	FVF-RECORD	Batch Comment

Files

Name	Description	Opened	Media	Access Mode	Record Length
GLF010I	General Ledger Master Create Transactions	Input	Disk or Tape	Sequential	240
READER	Input Port 80 Bytes File	Input	Disk or Tape	Sequential	80
READERX	Input Port 200 Bytes File	Input	Disk or Tape	Sequential	200
GLF020	Accepted General Ledger Master Create Transactions	Output	Disk	Sequential	367
GLF846	Control Parameter CTL I/O File	Output	Disk	Sequential	140
PRINTER	Print File	Output	Printer	Sequential	133

Subroutines

BIRPADRB – Set Linkage Address
FCS010A0 – Conversion Transaction Input
FCS800 – FCS API Access Subroutine
FCS811 – Account/Cost Centers Verification Routine
FCS820 – Print Subroutine
FCS821 – Input Subroutine
FCS846 – Process 'CTL' Parameter Tables
FCS852 – High Volume Hierarchy Explosion Subroutine
FCS875 – Message Processor Subroutines
FCS880 – Justify Variable Length Description
FCS882 – Set Condition Code Subroutines
FCS890 – Print Error and Call Abend

MIB716 – MICM AMT Field Editing

Reports

GLR010 – FCS Conversion Edit

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Message Code	Description
S0006	NO VALID PARAMETERS INPUT.
S0011	INVALID OR NO CTL PARAMETERS.
S0013	CALENDAR RECORD (FCL) NOT FOUND *institution #*.
S0018	INVALID RETURN FROM API *return code*.
S0029	INVALID RETURN FROM MICM AMT EDIT *return code*.
S0032	FIRST INUT RECORD IS NOT A HEADER.
S0036	INVALID CTL00 PROCESSING INDICATOR 1.

Rerun Procedures

Refer to the Online/Batch Messages chapter of ***Procedures Guide 2***.

FCS020 – Conversion Update General Ledger Master

Purpose

This program reads an API backup of the General Ledger, applies the Transaction 03 and creates a new backup of the General Ledger that can load the database. Report GLR020 is printed showing results from the update.

API MICM Records

Record	Ext Record Code	Name	Description
1001	M74	MI1001-RECORD	Institution Information Record

API Application Records

Ext Record Code	Name	Description
FAD	FAD-RECORD	Account Detail Record
FCL	FCL-RECORD	Calendar Record
FIN	FIN-RECORD	Institution Record

Files

Name	Description	Opened	Media	Access Mode	Record Length
BIPTAP1	General Ledger Backup File on Tape	Input	Tape	Sequential	Variable
BIPDSK1	General Ledger Backup File on Disk	Input	Disk	Sequential	Variable
GLF020	Accepted General Ledger Master Create Transactions	Input	Disk	Sequential	140
GLF846	Control Parameter CTL I/O File	Input	Disk	Sequential	140
SORTWK1	Sort Work Area 1	I/O	Disk	Sequential	Variable
SORTWK2	Sort Work Area 2	I/O	Disk	Sequential	Variable
SORTWK3	Sort Work Area 3	I/O	Disk	Sequential	Variable
BIPTAP2	GL Backup File on Tape	Output	Tape	Sequential	Variable

Name	Description	Opened	Media	Access Mode	Record Length
BIPDSK2	GL Backup File on Disk	Output	Disk	Sequential	Variable
PRINTER	Print File	Output	Printer	Sequential	133

Subroutines

BIRPADRB – Set Linkage Address
BISSVR – Database Service Subroutine
FCS800 – FCS API Access Subroutine
FCS820 – Print Subroutine
FCS846 – Process 'CTL' Parameter Tables
FCS875 – Message Processor Subroutines
FCS880 – Justify Variable Length Description
FCS882 – Set Condition Code Subroutines
FCS890 – Print Error and Call Abend

Reports

GLR020 – FCS Conversion Update

Control Parameter

None

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Message Code	Description
S0012	INSTITUTION RECORD (FIN) NOT FOUND *institution* #.
S0013	CALENDAR RECORD (FCL) NOT FOUND *institution* #.
S0017	INVALID RETURN FROM INTERNAL SORT.
S0019	NO RECORDS IN FILE *input file name*.
S0037	INVALID RETURN FROM BIPSEQ *return code, status code*.
S0085	INVALID RETURN FROM FCS846 *return code.*

Rerun Procedures

Refer to the Online/Batch Messages chapter of ***Procedures Guide 2***.

Reports

GLR010 – FCS Conversion Edit

Purpose This report displays the input parameters and any edit error messages.

Program FCS010

```
GLR010 0017                                    INFOPOINT INSTITUTION SEVENTEEN                                    PAGE     1
EFF DATE 12/20/01                                    FCS CONVERSION EDIT                                  PRINTED ON 10/21/00
                                                                                                          TIME - 11:10


...05...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 ------------------ MESSAGES ----------------------
 97        0017    000411142000               0100
                                              R
 03       10000000000111110800000000000180                      0
 03       10000000000111120800000000000180                      0
 03       10000000000111130800000000000180                      0
 03       10000000000111140800000000000180                      0
 03       10000000000111150800000000000180                      0
 03       10000000000111310800000000000180                      0
 03       10000000000111320800000000000180                      0
 03       10000000000111410800000000000180                      0
 03       10000000000111420800000000000180                      0
 03       10000000000111430800000000000180                      0
 03       10000000000111440800000000000180                      0
 03       10000000000111450800000000000180                      0
 03       10000000000111460800000000000180                      0
 03       10000000000111610800000000000180                      0
 03       10000000000111620800000000000180                      0
 03       10000000000111630800000000000180                      0
 03       10000000000113130800000000000120                      0
 03       10000000000113140800000000000120                      0
 03       10000000000113150800000000000120                      0
 03       10000000000113310800000000000120                      0
 03       10000000000113320800000000000120                      0
 03       10000000000113330800000000000120                      0
 03       10000000000113350800000000000120                      0
 03       10000000000113380800000000000120                      0
 03       10000000000113390800000000000120                      0
 03       10000000000115110800000000000222                      0
 03       10000000000115120800000000000222                      0
 03       10000000000115520800000000000222                      0
 03       10000000000115530800000000000222                      0
 03       10000000000115590800000000000222                      0
 03       10000000000116110800000000000030                      0
 03       10000000000116120800000000000030                      0
 03       10000000000116130800000000000030                      0
 03       10000000000121110800000000000030                      0
 03       10000000000121120800000000000030                      0
 03       10000000000131110800000000000030                      0
 03       10000000000131120800000000000030                      0
```

GLR010 – FCS Conversion Edit

Heading Descriptions

0 – 200	Parameter Input Image. Columns 1 to 200 of the input record.
Messages	Error message number and text.

GLR020 – Conversion Update

Purpose — This report displays the account detail records added to the database.

Program — FCS020

```
GLR020 0017                                    INFOPOINT INSTITUTION SEVENTEEN                                    PAGE     1
EFF DATE 12-20-01                                   FCS CONVERSION UPDATE                                 PRINTED ON 10/21/00
                                                                                                          TIME - 11:10
INST     ACCOUNT     ACCT       COST       ACCT  ACCOUNT   DATE      DATE   REC
 NBR      NUMBER      LVL       CENTER      TYPE  STATUS   OPENED    CLOSED TYPE

0017 0000000000011111  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011112  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011113  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011114  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011115  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011131  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011132  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011141  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011142  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011143  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011144  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011145  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011146  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011161  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011162  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011163  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011164  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011281  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011282  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011283  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011284  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011285  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011286  08  000000000000180   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011311  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011312  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011313  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011314  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011315  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011331  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011332  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011333  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011335  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011338  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000011339  08  000000000000120   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000012111  08  000000000000030   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000012112  08  000000000000030   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000013111  08  000000000000030   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000013112  08  000000000000030   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
0017 0000000000013211  08  000000000000030   01    OPEN   12/20/01  00/00/00 FAD  I0514-RECORD HAS BEEN ADDED
```

GLR020 – FCS Conversion Update

Heading Descriptions

Inst Nbr — Institution Number.

Account Number — Account Number.

Acct Lvl — Account Level. Identifies the account header level. Valid entries are **01 – 08**.

Cost Center	Cost Center. Unique number for each accounting unit and each function in the organization.
Acct Type	Account Type. Identifies the type of account. User-defined account types are defined in the account type record. Valid entries are: **01** Assets. **05** Liabilities. **10** Capital. **20** Income. **25** Expense. **30** Taxes. **35** Nonoperating income. **40** Nonoperating expense. **90** Memo – balance account. **95** Memo – activity account.
Account Status	Account Status. Status of account. Valid entries are: **0** Record is open. **1** Record is closed.
Date Opened	Open Date. Date on which the account was added by Transaction 03 or 23 (create), or the date on which it was last changed from closed to open status.
Date Closed	Close Date. Date on which the account was last changed from open to closed status by Transaction 03 or 23.
Rec Type	Record Type. Specifies the type of record.

Chapter

5

FCS Recovery Procedure

This chapter provides the processing steps for recovering data from the FCS online activity log. This recovery procedure is used when an FCS file is lost due to a hardware failure or a critical I/O problem.

The procedure is primarily designed for a VSAM environment, but can be used as a guide for a DB2 environment. If you are running in a DB2 environment, check with your Database Administrator (DBA) and technical support group before initiating this procedure. The IBM DB2 Recovery utilities will probably be used instead of this procedure.

In general, a corrupted FCS file is restored using the start-of-day backup and then all online activity for the day is applied to recover data up to the point of failure. This recovery includes all online realtime updates and spreadsheet uploads that may have occurred during the day.

The restoration of online activity is accomplished using the FCS log records (FXL) written whenever a file is updated online. MICM program MIR825 is used to roll forward FXL information to the FCS database. Refer to the Batch Programs chapter in MICM ***Reference Guide 1***, for the MIR825 program documentation.

A separate procedure is delivered on the FCS installation media to recover files using the Runtime Components (API) utilities versus using IDCAMS or another file backup/restore utility. The sample JCL member FCSRCVRR is used for Runtime recovery and FCSRCVRI is used for an IDCAMS recovery.

If the FCS database backup files are created using the Runtime utility program, BIS860B (JCL procedure FCS900B), refer to the section "Steps to Recover Online Activity Using Runtime Components" in this chapter. If the FCS database backup files are created using IDCAMS or some other in-house software backup procedure, refer to the section "Steps to Recover Online Activity Using IDCAMS" in this chapter. When an in-house software backup/restore is used, the IDCAMS procedure may be used as a guide and each step tailored as needed.

An example of the steps required to perform a recovery without restoring all files from the start-of-day backup is also included. Refer to sample JCL member FCSRCVRP. This procedure may be used when recovery can be limited to a single file. All files should be restored and recovered when there is any doubt regarding what online activity has been performed during the day.

Full Recovery Procedures

Steps to Recover Online Activity Using Runtime Components

The Runtime Components utilities perform tasks on individual API record types. Each VSAM file contains one or more API record types. The FSFL21 VSAM file contains the API record type FXL used to log online activity. The following steps assume you have a start-of-day backup created by the Runtime BIS860B utility containing all API record types. The sample JCL member FCSRCVRR can be used to execute these steps.

1. Stop any scheduled FCS batch processing.

2. Shut down CICS or close and disable all FSFL* files.

3. Back up all current files using procedure FCS900B. This backup provides a restore point in case a critical error occurs during the recovery process.

   Note: If the FSFL21 file is corrupted, it will be necessary to rebuild the FXL records using the CICS journal log stream. See 'Recovery of FXL Using CICS Journal Log Stream' in this chapter. Once the FXL records are rebuilt, continue with the next step to recover all online activity.

4. Back up the FXL records using Runtime program BIS860B. This backup file will be used in Step 8 and must contain FXL records only.

5. Restore the FCS database using the backup created prior to starting CICS for the day. Execute procedure FCS900D to delete and define the files.

6. Use procedure FCS900L to load the current backup prior to starting CICS for the day.

7. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

8. Restore the FSFL21 file using the FXL record backup created in Step 4. The Runtime program BIS863B is used for this restore.

   Note: At this point the database has been restored to just prior to CICS being brought up for the day and the FSFL21 file contains FXL records created during the day.

9. Run the recovery procedure using MICM program MIR825. Refer to the Batch Programs chapter in MICM ***Reference Guide 1***, for more information. This process requires parameters to identify what API record types are to be recovered. All FCS API record types (except FXL) are required for a full recovery.

10. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

11. Run BIS869B to initialize the FSFL21 VSAM file.

12. Back up the entire (recovered) FCS database using procedure FCS900B.

    Note: Review any batch jobs that updated the FCS database during the day and determine if any or all of them will need to be rerun. If batch jobs are required, they can be rerun before or after this step. If batch processing is rerun after the backup is performed, however, the batch updates will not be on a backup file.

13. Start CICS or open and enable all FSFL* files.

14. Notify FCS users that the online system is now available and continue with normal activity.

Steps to Recover Online Activity Using IDCAMS

The FSFL21 VSAM file contains the FXL API record type used to log online activity. The following steps assume you have a start of day backup (all files) created by IDCAMS REPRO or another in-house backup utility. The sample JCL member FCSRCVRI can be used to execute these steps.

1. Stop any scheduled FCS batch processing.

2. Shut down CICS or close and disable all FSFL* files.

3. Back up all current FSFL* files using IDCAMS REPRO or your in-house procedure. This backup provides a restore point in case a critical error occurs during the recovery process.

   Note: If the FSFL21 file is corrupted, it will be necessary to rebuild the FXL records using the CICS journal log stream. See 'Recovery of FXL Using CICS Journal Log Stream' in this chapter. Once the FXL records are rebuilt, continue with the next step to recover all online activity.

4. Back up the FSFL21 file using IDCAMS REPRO or your in-house procedure. This backup file will be used in Step 8 and must contain FXL records only.

5. Restore the FCS database using the backup created prior to starting CICS for the day. Execute procedure FCS900D to delete and define the files.

6. Use IDCAMS REPRO or your in-house procedure to load the current backup prior to starting CICS for the day.

7. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

8. Restore the FSFL21 file using the FXL record backup created in Step 4. IDCAMS REPRO or your in-house procedure is used for this restore.

   Note: At this point the database has been restored to just prior to CICS being bought up for the day and the FSFL21 file contains FXL records created during the day.

9. Run the recovery procedure using MICM program MIR825. Refer to the Batch Programs chapter in MICM ***Reference Guide 1***, for more information. This process requires parameters to identify what API record types are to be recovered. All FCS API record types (except FXL) are required for a full recovery.

10. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

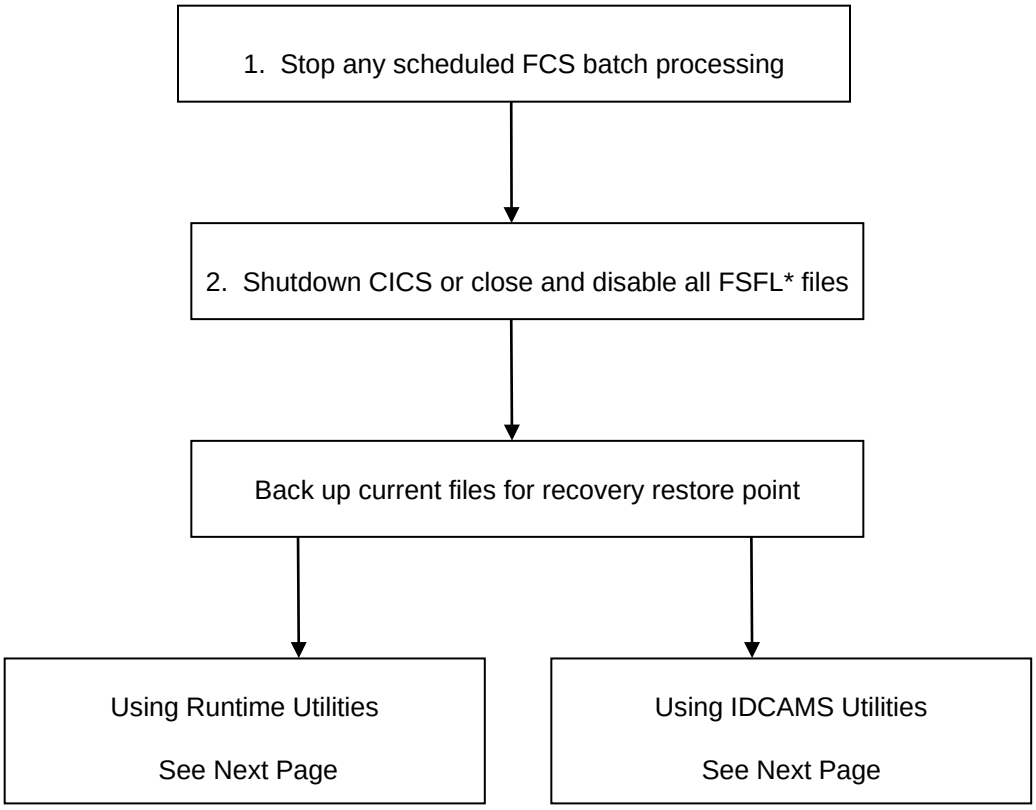
11. Run BIS869B to initialize the FSFL21 VSAM file.

12. Back up the entire (recovered) FCS database using IDCAMS REPRO or your in-house procedure.

    Note: Review any batch jobs that updated the FCS database during the day and determine if any or all of them will need to be rerun. If batch jobs are required, they can be rerun before or after this step. If batch processing is rerun after the backup is performed, however, the batch updates will not be on a backup file.

13. Start CICS or open and enable all FSFL* files.

14. Notify FCS users that the online system is now available and continue with normal activity.



Using Runtime Utilities

3. Back up all current files using procedure FCS900B

Note: *If the FSFL21 file is corrupted, rebuild the FXL records using the CICS journal log stream. See 'Recovery of FXL Using CICS Journal Log Stream' in this chapter. Then continue with the next step*.

4. Back up FXL records using BIS860B. This backup file will be used in Step 8 and must contain FXL records only.

5. Execute procedure FCS900D to delete and define all files.

6. Use procedure FCS900L to load the current backup prior to starting CICS for the day.

7. Delete and define the FSFL21 VSAM file.

8. Restore the FSFL21 file using the FXL record backup created in Step 4.

9. Run MICM recovery program MIR825.

10. Delete and define the FSFL21 VSAM file.

11. Run BIS869B to initialize the FSFL21 VSAM file.

Using IDCAMS Utilities

3. Back up all current files using IDCAMS REPRO or your in-house

Note: *If the FSFL21 file is corrupted, rebuild the FXL records using the CICS journal log stream. See 'Recovery of FXL Using CICS Journal Log Stream' in this chapter. Then continue with the next step.*

4. Back up the FSFL21 file using ICDAMS REPRO or your in-house procedure. This backup file will be used in Step 8 and must contain FXL records only.

5. Execute procedure FCS900D to delete and define all files.

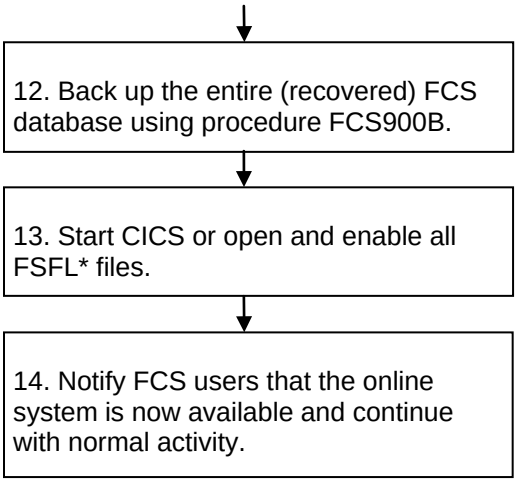
6. Use IDCAMS REPRO or your in-house procedure to load the current backup prior to starting CICS for the day.

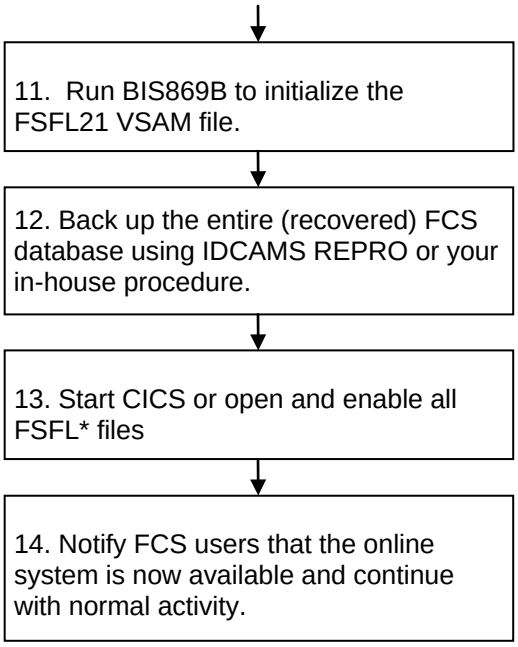
7. Delete and define the FSFL21 VSAM file.

8. Restore the FSFL21 file using the FXL record backup created in Step 4. IDCAMS REPRO or your in-house procedure is used for this restore.

9. Run MICM recovery program MIR825.

10. Delete and define the FSFL21 VSAM file.


12. Back up the entire (recovered) FCS database using procedure FCS900B.
13. Start CICS or open and enable all FSFL* files.
14. Notify FCS users that the online system is now available and continue with normal activity.


11. Run BIS869B to initialize the FSFL21 VSAM file.
12. Back up the entire (recovered) FCS database using IDCAMS REPRO or your in-house procedure.
13. Start CICS or open and enable all FSFL* files
14. Notify FCS users that the online system is now available and continue with normal activity.

Partial File(s) Recovery Procedures

The following procedure lists the steps used to recover online activity for a single corrupted VSAM file. Only one VSAM file is restored and recovered and all other files remain unchanged. The sample JCL member FCSRCVRP can be used to execute these steps.

The following example assumes that the FSFL14 VSAM was corrupted and needs to be recovered using the Runtime Components utilities.

1. Stop any scheduled FCS batch processing.

2. Shut down CICS or close and disable all FSFL* files.

3. Determine what API record types are contained within the corrupted FSFL14 VSAM file. Refer to FCS ***Reference Guide 3***, "API VSAM File Structures Table" section. The API record types listed for DD FSFL14 are FBR, FBT, FCM, FGM and FRW.

4. Back up the FXL records using Runtime program BIS860B. This backup file will be used in Step 8 and must contain FXL records only.

   Note: If the FSFL21 file is corrupted, it will be necessary to rebuild the FXL records using the CICS journal log stream. See 'Recovery of FXL Using CICS Journal Log Stream' in this chapter. Once the FXL records are rebuilt, back up the FXL records using Runtime program BIS860B and continue to the next step. This backup file will be used in Step 8.

5. Delete and define the corrupted FSFL14 file only. The FSFL14 cluster parameters are provided as input to IDCAMS.

6. Restore the API record types contained within the FSFL14 VSAM file using the backup created prior to starting CICS for the day. Use procedure FCS900L and specify only the record types identified in step 3.

7. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

8. Restore the FSFL21 file using the FXL record backup created in step 4. The Runtime program BIS863B is used for this restore.

9. Run the recovery procedure using MICM program MIR825. Refer to the Batch Programs chapter in MICM ***Reference Guide 1***, for more information. This process requires parameters to identify what API record types are to be recovered. The only API record types required are those that are defined within the FSFL14 file. In this example, only FBR, FBT, FCM, FGM and FRW are specified.

10. Delete and define the FSFL21 VSAM file. The FSFL21 cluster parameters are provided as input to IDCAMS.

11. Run BIS869B to initialize the FSFL21 VSAM file.

12. At this point a new backup of *all* FCS files must be created. All files are required here because the FSFL21 log file has been reinitialized and recovery can no longer be performed from the backup created prior to starting CICS for the day.

    Back up the entire (recovered) FCS database using procedure FCS900B.

    Note: Review any batch jobs that updated the FCS database during the day and determine if any or all of them will need to be rerun. If batch jobs are required, they can be rerun before or after this step. If batch processing is rerun after the backup is performed, however, the batch updates will not be on a backup file.

13. Start CICS or open and enable all FSFL* files.

14. Notify FCS users that the online system is now available and continue with normal activity.

Recovery of FXL Using CICS Journal Log

Steps to Recover the FXL Log Records Using Runtime Components

The following procedure lists the steps used to recover the FXL records contained in the FSFL21 file. MICM program MIR820 is used to recreate the FXL records using the CICS journal log stream. Refer to the Batch Programs chapter in MICM ***Reference Guide 1*** for the MIR820 program documentation. The sample JCL member FCSRCVRL can be used to execute these steps.

1. Stop any scheduled FCS batch processing.

2. Shut down CICS or close and disable all FSFL* files.

3. Run an IEFBR14 to delete the temporary work file CICS journal dataset that is used as output in the next step.

4. Run DFHJUP to convert the MVS logger stream to a journal format. There is a date and time control that ***must*** be changed in the SYSUT1.

   Example:

   ```
   //SYSUT1  DD  DSN=your.CICS.DFHJ01,
   //         DCB=BLKSIZE=32760,
   //         SUBSYS=(LOGR,DFHLGCNV,
   //    FROM=(20YY/DDD,HH:MM),TO=YOUNGEST,LOCAL',
   //        'COMPAT41')
   ```

   The '(20YY/DDD,HH:MM)' format is a 4-position year 20YY, Julian day DDD followed by time HH for hours and MM for minutes (e.g., 3:26 PM is 15:26). The year, Julian day and time normally would be the date and time of the last FXL backup.

5. Run IDCAMS to delete and define the FSFL21 API log VSAM file.

6. Run BIS863B to restore the FXL API records only to the FSFL21 VSAM file using the last FCS backup that is being used for the restore procedures.

7. Run MIR820 to forward recover the API FXL records from the CICS journal log stream.

Steps to Recover the FXL Log Records Using IDCAMS

The following procedure provides the steps used to recover the FXL records contained in the FSFL21 file using a backup created by IDCAMS REPRO or another in-house backup utility. The sample JCL member FCSRCVRL can be used to execute these steps with one exception. Step 6 uses IDCAMS REPRO to restore the FSFL21 file.

1. Stop any scheduled FCS batch processing.

2. Shut down CICS or close and disable all FSFL* files.

3. Run an IEFBR14 to delete the temporary work file CICS journal dataset that is used as output in the next step.

4. Run DFHJUP to convert the MVS logger stream to a journal format. There is a date and time control that ***must*** be changed in the SYSUT1.

   Example:

   ```
   //SYSUT1  DD  DSN=your.CICS.DFHJ01,
   //        DCB=BLKSIZE=32760,
   //        SUBSYS=(LOGR,DFHLGCNV,
   //  'FROM=(20YY/DDD,HH:MM),TO=YOUNGEST,LOCAL',
   //       'COMPAT41')
   ```

   The '(20YY/DDD,HH:MM)' format is 4-position year 20YY, Julian day DDD followed by time HH for hours and MM for minutes (e.g. 3:26 PM is 15:26). The year, Julian day and time normally would be the date and time of the last FXL backup. To get the MVS logger stream DD name used in SYSUT1 where DSN=your.CICS.DFHJ01, perform the following CICS CEMT command:

   CEMT I JOURNAL

   The following will display with CICS file names.

   ```
   Jou(DFHJ01  )   Mvs Ena     Str(CICS.A01ICDVA.DFHJ01   )
   Jou(DFHLGLOG)   Dum Ena
   Jou(DFHLOG  )   Mvs Ena     Str(CICS.A01ICDVA.DFHLOG   )
   Jou(DFHSHUNT)   Mvs Ena     Str(CICS.A01ICDVA.DFHSHUNT )
   ```

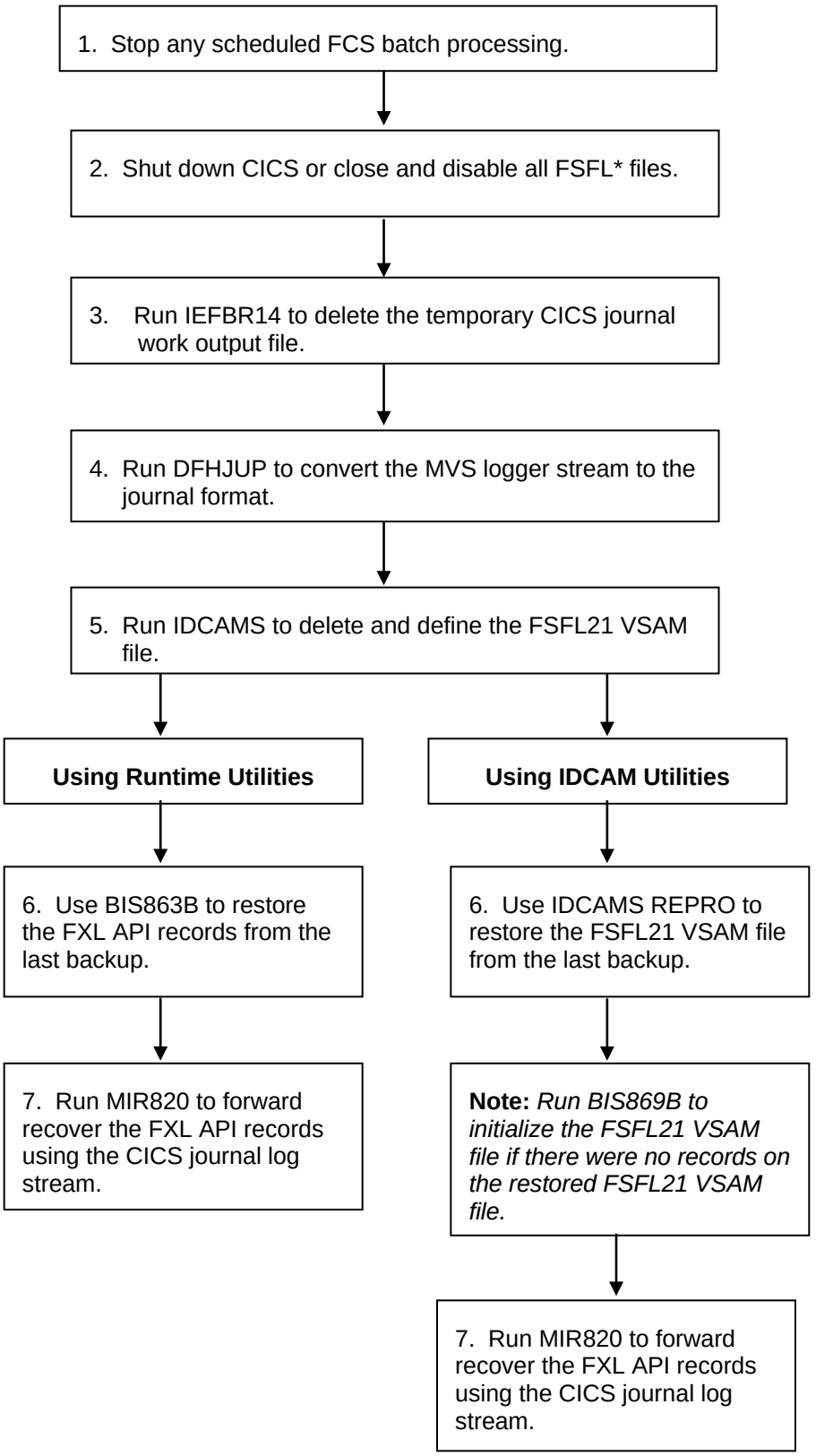
   Note: The DFHJ01 Str shows the z/OS logger stream name. In our example the file name is CICS.A01ICDVA.DFHJ01. Substitute 'your.CICS.DFHJ01' with your file name.

5. Run IDCAMS to delete and define the FSFL21 API log VSAM file.

6. Run IDCAMS REPRO to restore the FXL API records ***only*** to the FSFL21 VSAM file using the last FCS backup being used for the restore procedures.

   Note: If the FSFL21 contains no records a dummy FXL record must be initialized using Runtime program BIS869B.

7. Run MIR820 to forward recover the API FXL records from the CICS journal log stream.


1. Stop any scheduled FCS batch processing.
2. Shut down CICS or close and disable all FSFL* files.
3. Run IEFBR14 to delete the temporary CICS journal work output file.
4. Run DFHJUP to convert the MVS logger stream to the journal format.
5. Run IDCAMS to delete and define the FSFL21 VSAM file.
Using Runtime Utilities
Using IDCAM Utilities
6. Use BIS863B to restore the FXL API records from the last backup.
6. Use IDCAMS REPRO to restore the FSFL21 VSAM file from the last backup.
7. Run MIR820 to forward recover the FXL API records using the CICS journal log stream.
Note: Run BIS869B to initialize the FSFL21 VSAM file if there were no records on the restored FSFL21 VSAM file.
7. Run MIR820 to forward recover the FXL API records using the CICS journal log stream.

Chapter 6

FCS MICM Start of Day and End of Day

MICM has its own processing date which is separate from the FCS processing date. The MICM date must be advanced each day and is done so in a Start of Day (SOD) process. The MICM date is displayed on the MICM panels as well as the FCS menus but this date is *not* used for FCS processing. Along with advancing the date, the MICM log files are initialized in this SOD process. These activity files are used to log operator activity and online maintenance. The End of Day (EOD) process creates reports from the log files. These two processes, EOD and SOD, must be executed daily to:

1. Keep the MICM date in sync with FCS.
2. Create the MICM daily log reports and clear the files.

For further details on these MICM processes, refer to the Application Processing chapter in MICM ***Procedures Guide 1***.

The reports that are created in these processes are:

00-004 – File Backup

00-142 – Online Terminal Control Report

00-143 – API Maintenance Journal

00-400 – Maintenance History Create Sequential

00-410 – Maintenance History Merge

00-800 – Log File Backup Report

00-903 – Institution Control File Update

For additional information on these reports refer to Reports chapter in MICM ***Procedures Guide 2***.

Special Considerations

FCS delivers the FCSMICMV (VSAM) and FCSMICMD (DB2) jobstreams that incorporate both the EOD and SOD processes, in that order. Each job creates the MICM reports and advances the MICM date. This should be executed before the FCS date is advanced, using the 11021 parameter to start the new FCS day. Each environment has its own processing schedule best suited for the job.

If running multiple Infopoint applications that use the same set of MICM files, remember that this daily jobstream must only be executed once.

VSAM and DB2 Jobstreams

The FCSMICMV and FCSMICMD jobstreams execute the MICM SOD and EOD procedures. Each jobstream incorporates the steps from two MICM jobstreams which create the MICM reports and advance the MICM date.

The VSAM jobstream, FCSMICMV, starts with the steps in MIEODAYJ and ends with the steps in MISODAYJ.

The DB2 jobstream, FCSMICMD, starts with the steps in MIEODAYD and ends with the steps in MISODAYD.

For detailed information of these MICM jobstreams, refer to the Jobstreams section in the Application Processing chapter of MICM ***Procedure Guide 1***.

Glossary

account
Record contained in the FCS Master File, reserved for storage of numerical data and defined by a 15-digit, numerical account number. (See also general ledger account, budget account, statistical account, and chart of accounts.)

account header
Descriptive headings that are interleaved within the chart of accounts in the GL Master File to allow the presentation of data at either detailed or summarized level. The user is allowed to interleave up to 7 levels of headings for various summarizations.

alphanumeric character
The set of characters that includes the 10 decimal digits and the 26 alphabetic characters.

annualization technique
One of 6 formulas that can be used for annualizing actual current year data. The techniques are available in the budget module for reporting and budget preparation. All techniques utilize actual dollars for the available months with estimates being calculated for the remainder of the year.

application
A set of related institution transactions (payroll, deposits, accounts payable, loans, etc.) designated by the user to facilitate input data handling. The application number is coded on input transactions and is used in conjunction with preprocessor parameters on the control file.

balance sheet
A summarization of all asset, liability, and capital accounts for a particular institution or institution unit showing the financial status of that entity at any given time.

balancing technique
Every GL transaction input to FCS must be a member of a batch. The user has the option to choose 1 of 4 techniques for verifying a batch total against the sum of the individual transaction totals. Batch totals for dollars and item counts are available for this purpose in FCS and separate techniques may be specified for maintenance and posting transactions. Control File transaction 22 is used to specify the batch balancing techniques to be employed by each institution.

budget account
An account maintained on the GL Master File and reserved for storage of budget dollar amounts. The term can refer to either current data or historical data.

budget shift
The FCS option that provides for the movement of an entire year's budget data using only 1 budget transaction.

calendar (institution)
A group of parameters on the Control File that defines the processing periods and processing frequencies for that FCS institution. The parameters are referred to as the institution calendar and must be defined for each institution (Control File maintenance transactions 12 and 15).

Chart of Accounts
A list of all account numbers (15 positions) used by a institution to define the accounting environment for that institution. Account descriptions are usually included.

check digit
A technique for generating a digit to be added to an existing number (check number, part number, account number, etc.) to ensure that the number is valid. FCS offers a choice of 3 basic check digit verification methods:

- Standard modulus 10
- Standard modulus 11
- Geometric modulus 11

(See Control Table transaction 22.)

consolidating financial statement
A financial statement that shows both the consolidated totals and the individual institution totals of a group of institutions along with the effects of intercompany elimination entries.

control break
A term used in report production to indicate a point on the report page at which a total or subtotal is to be produced.

Control File
A data file containing organizational identification, reporting specifications, and system control parameters. Each record on the file is identified by institution number, report hierarchy code, and cost center number.

cost center
The lowest level of responsibility in an institution organization structure. It is the link to the accounting structure; all accounts are maintained at the cost center level.

cost collection point
A phantom cost center established to collect expense amounts from multiple cost centers during the cost allocation process. Once collected, these accumulated costs may be allocated using 1 or more cost allocation techniques.

cutoff
The accounting requirement for the matching of revenues and expenses on a periodic basis. Cutoff is the procedure employed at the end of an accounting period (week, month, year, etc.) to ensure that expenses and revenues related to that period have been properly recorded on the GL Master File. The cutoff is normally characterized by special period-end processing and input.

database
Information contained in either the FCS Control File, the GL Master File, or the Transaction Warehouse.

data field
A specified area, within a database record or input parameter, used for a particular category of data, such as account title, institution number, etc. Fields are usually specified as numeric or alphanumeric in content.

datastring
A related set of data fields, present on the database, which can be extracted in part or in their entirety for use in report production.

default value
A parameter substituted by FCS when a required parameter is omitted. (Not all parameters have defaults.)

Detail Transaction History File
A file used during the posting cycle as a permanent record of all posted transactions to the GL Master File. This file is maintained in chronological sequence and is used in the preparation of detail monthly and year-to-date reports.

direct side (transaction)
When ½ of a 2-sided entry is entered into the system, this term refers to the entered side. (See offset side.)

edit and entry
A group of programs that are a part of the posting cycle. These programs prepare data for posting and maintenance of the GL Master File.

effective date
The date on which a transaction becomes effective, regardless of processing date or other dates relating to the transaction.

explosion
The process of directing information from a point in a hierarchy to all lower points that summarize to it.

external factor
The numeric values maintained external to the account balances in the GL Master File. These are used for calculation purposes.

extract
The process of copying detail and summary information from the GL Master file for report production purposes. The system extracts report information based on parameters entered by the user. Extracting data does not affect the GL master file records in any way.

function code
A redefinition of cost center/account relationships within a hierarchy table. This redefinition is used only by the cost allocation module as a means of specifying allocation parameters for accounts on a high volume basis.

future dated transaction
A transaction having an effective date subsequent to the current processing date. Future dated transactions are maintained on the Transaction File and released automatically for posting when the Batch Release Warehouse date is reached.

General Ledger account
A financial account maintained on the GL Master File for storage of dollar transaction amounts, either current or historical data.

General Ledger Master File
A collection of tables that include direct dollar and historical, current, and budget data.

generation of allocation
A specified group of cost allocations reported together on post-allocation reports regardless of processing sequence.

group
A list of institutions to be processed together. The group number is assigned by the user to trigger the processing of the list of institutions. There are 2 groups: posting and reporting. An institution can only belong to one posting group, but can belong to any number of reporting groups.

hierarchy
The ranking of organizational units and related reporting points within the institution's organization structure.

hierarchy code
A 20-character field located in Control File maintenance transactions 52 and 55. It defines (in conjunction with the hierarchy parameter) the relationship between an institution unit and the reporting hierarchy of which it is a part. The hierarchy code (interpreted using its hierarchy parameter) defines an institution unit's level, the institution units to which it reports, and the order in which it reports to those units.

high volume
A technique whereby a particular operation is specified for 1 item and is applied to all items that are related to it. For example, a transaction applied to an institution reporting unit that automatically modifies all units reporting to it. Another example would be the use of 1 transaction to reverse an entire day's transactions.

institution
A logical entity for which financial and statistical records are maintained under FCS. This term can refer to a division, subsidiary, or any standalone entity

journal
A detail listing of transactions, usually in transaction sequence order within account.

journal entry
A set of transactions grouped for posting to the GL Master File.

maintenance transaction
Any transaction other than those representing current or retroactive postings to account balances in the GL Master File.

memorandum (memo) account
An account maintained on the GL Master File and reserved for storage of information external to the financial account structure (i.e., square footage, number of employees, etc). Accounts are of 2 types: balance forward and activity.

module
A group of programs that perform 1 major function within FCS.

offset side (transaction)
When 1/2 of a 2-sided entry is entered into the system, this term refers to the side not entered. (See direct side.) In most cases, the existence of an offset side is implied.

online
Pertaining to equipment or devices under the control of the computer's central processing unit (CPU).

page eject
A signal used in report production to tell the printer to skip to a new page prior to printing the next report line.

parameter
A value used to designate a particular option available in the FCS system. Most parameters are physically located in the database. They are created and changed by using the appropriate maintenance transaction card. Examples are **1** and **0** , indicating Yes and No, values to designate maximum or minimum account balances, values to designate maximum number of transactions per account, etc.

phantom
A unit, institution, or organization established for any purpose other than normal FCS reporting requirements. It can be used for pro forma reporting, intercompany eliminations, cost allocation, etc.

pointer
A parameter designating a link between 2 or more elements. There are 2 kinds of pointers. One is an explicit parameter such as a hierarchy code. The other is an implicit link defined by the fact that several elements are coded in the same transaction.

posting
The application of transactions, either dollars or statistical data, to the accounts carried in the FCS database.

posting group
A list of institutions designated by the user that post their data in the same run. An institution can belong to only 1 posting group.

preprocessor
A set of programs used to facilitate data input. It is a transaction manipulator that facilitates conversion, initial and otherwise, and allows the user to perform high volume activities with a minimum number of transactions.

preprocessor conversion
The ability of the preprocessor to convert institution, account, department/cost center numbers, transaction type, transaction code, and subledger numbers.

processing day
A processing day (for the posting cycle) consists of the first run and all subsequent runs processed under the same FCS date. This date is defined by the institution calendar. It is set before each processing day by transaction 21, and the system verifies that the processing date set by transaction 21 is defined by the internal calendar and that the processing is occurring in sequence.

pro forma (for form)
In general use, it is meant to describe reports or financial statements that show the effect of proposed changes.

processing
Execution of computer program steps.

processing month
Any time period specified by the user, having a month begin day and month end day designated on the internal calendar of the system. Processing months need not correspond to calendar months or have any specified number of days. No more than 12 periods may be specified.

raw data
Manual input data submitted to the computer for the first time.

reconciliation
The FCS feature that allows the user to match open items within an account or account/cost center using the document number to identify reconciliation items. Special reporting is provided to show outstanding items, exceptions and past due items.

reformatter
A program that has the capability to rearrange the relative positions within a record. The reformatter is primarily used in conjunction with modifying print formats of standard reports and input reformatting of preprocessor transactions. The reformatter program accepts user prepared parameters which directs the rearrangement of data fields.

reporting group
A list of institutions designated by the user that report their data in the same run. An institution can belong to any number of reporting groups.

reporting point
Any point within the institution's organization structure at which reports may be obtained. A reporting point can be at the cost center, intermediate, or institution levels. Reports contain all information for units reporting to that point.

report mode
Designates the choice of output device for reports as defined by the user on control file Transactions 31, 32, and 33. Basic options are:

- Do not output the report
- Immediately print the report
- Spool the report to tape
- Immediate online output for display
- Deferred online output for display.

report rollup
The process of summarizing information by starting at the bottom of a hierarchy and summarizing data from the lowest unit to the highest unit.

Report Writer
A set of programs that utilizes database information to generate specialized reports based on user entered parameter specifications. The Report Writer has full math capabilities and can access current year, budget, and history information.

retroactive transaction
A transaction with an effective date in an accounting period prior to the current date. Retroactive transactions can apply to any period in the current or last year.

source system
Any user system (either manual or automated) that feeds data into FCS.

spooling
The preliminary reading and writing of input and output data onto temporary storage devices, prior to or during job execution, in a format convenient for later input or output processing.

Standard Journal Entry (SJE)
A journal entry that is posted on a periodic basis (weekly, monthly, etc.) for the same amount each occurrence.

standard reports
Any of the reports furnished in FCS.

statistical data
Any type of numerical data other than that which is stored in live dollar accounts and budget accounts. (See memorandum.)

subledger
A term used to describe the FCS feature that allows detail transactions to be separately maintained and reported on a basis other than account/cost center. Two fields (subaccounts) exist in the input records that allow employee, vendor, or teller numbers to be entered with appropriate transactions. This number can then be used to control the reporting of transactions to produce totals within or across cost center lines for employees, vendors, and tellers.

subsequent run
An FCS feature that allows a minimum of resources to be used to make corrections or additions to a particular posting cycle run. Any number of subsequent runs can be made for a particular processing day. Only 1 first run can be made per processing day; all other runs are subsequent runs.

suspense posting
The FCS feature that allows you to maintain the GL Master File in balance after every posting cycle. This facility utilizes suspense accounts for the posting of erroneous input and out-of-balance conditions. Options relating to this feature are provided on Control File transactions 23, 24, and 25.

transaction
An amount, either dollars or statistical data, for posting to accounts carried on the GL Master File. Literally, a transaction is the event that causes the need for posting to an account. (See also direct side and offset side.)

Transaction Warehouse
A file used in both the preprocessor and Transaction Warehouse phases of FCS. This file contains transactions that have been edited but have not been posted to the GL Master File. Preprocessor entry transactions, future dated transactions, and normal debits and credits for institutions not yet processed are all transactions that may be temporarily held in the warehouse file during other processing.

trial balance
A listing of number, name, and balance for all accounts defined in the Chart of Accounts. It is usually listed in account number sequence.

unit
A responsibility center corresponding to reporting points under FCS.

user-defined preprocessor input
Any collection of unlimited types of input to the preprocessor. This could be from feeder systems or nonautomated means. You must code a front-end reformatter to use this feature.

working budget
One of 9 areas in the GL Master File account record reserved for budget data. These areas are holding areas that can be used for budget preparation, experimentation, or application of changes.

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